**CV Example**

**Your name**

**Your address**

**Your contact details**

**Personal Profile**

There are several ways in which you can title this section, personal statement, career summary or Profile are just some of them.  This section should simply be used as an elevator pitch.  It should describe your best attributes and accomplishments in a few lines, and make the hiring manager want to continue to read the CV.  This section should be tailored to every role you apply to.

**Education**

Start with your most recent qualification and work backwards

Always include the name of the establishment you studied at, the years you studied for, the course name and your results.

**Skills**

Here you should list all your skills, you should start with your IT Skills (those most relevant to the role first)

You should then move onto list those organisational skills you have that would be useful for the role.

It is a good idea to use bullet points in this section to make it easy to read and identify.

**Work Experience**

This can be split into two sections if you have both relevant and non-relevant work experience.

You should always list relevant work experience first and as with the Education section work experience should be listed with your most recent position first.

You should always include, the company name, your position title and the duration of your employment.

Try to add in any accomplishments here and not simply list your duties.

**Additional Information**

This is where you can add in any non-essential skills that may be helpful in selling you, do you have a driver licence for example.

Do you do any voluntary work?

Do you have any non IT related qualifications?

**References**

As a minimum it should be stated that they are available on request.