YOUR NAME

City Location

Contact Telephone Number

Email Address

You might be tempted to add graphics and images but we advise against this as many automated application systems will be unable to read them. Simply save a copy of this document to begin creating your own professional looking CV. Before you begin, take a moment to read through our [Recruiters Guide To Improving Your CV](https://www.tmmrecruitment.com/downloads/tmm-a-recruiters-guide-to-improving-your-CV.pdf).

**PERSONAL STATEMENT**

Your personal statement is your first chance to sell yourself to an employer, pick your best working attributes and relate them to the job you are applying for. Try avoiding the basic terms like “trustworthy” or “hardworking”. Keep your personal statement concise – a short paragraph which is approximately this length should work well. You’ll find many more tips in our [Recruiters Guide To Writing A Powerful Personal Statement](https://www.tmmrecruitment.com/downloads/tmm_personal_statement_advice.pdf).

**EMPLOYMENT HISTORY**

Your current and most recent jobs are of most interest, so try to provide this level of detail as it will provide context to the reader. Copy and Paste the details below for each previous job.

Company Name

Nature of Business

Job Title

Dates to / from (include months and years)

Duties and Responsibilities:

Achievements:

**IT EXPERIENCE**

Hiring Managers will also jump to this section, provide a list of the systems you’ve used and your level of proficiency.

**EDUCATION & QUALIFICATIONS**

Complete this section in chronological order, with the most recent first. We’ve provided a simple table to enhance the presentation of this section. Use bullet points to highlight qualifications that you really want to stand out or are required for the job you are applying for.

|  |  |  |
| --- | --- | --- |
| Date | Name of School, College or University | Course Name & Grades. Include modules where relevant. |

Qualifications / Certificates Gained:

**HOBBIES & INTERESTS**

This an opportunity to let your individuality shine through and can play a big part in an employer’s decision on whether you might fit in to the team. Information from this section is often used as an ice-breaker in interviews.

**REFERENCES**

It is so easy to share documents electronically that your CV could end up almost anywhere so we would advise against including referee details. It is assumed that references will be requested and when that time comes only provide names and contacts for people who have given you permission to do so.