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Address and email and mobile/telephone, all along one line.

This Power paragraph is a summary of who you are, focusing on the key aspects of the job you are applying for. Use Action Verbs and strong language. This should encapsulate your key strengths and what you have to offer the employer. Don't be afraid to put some personality in this paragraph.

Key Skills

SKILL 1 (ie. Communication)

- Give examples from your work and life which illustrate these key transferable skills.
- Your examples need to include RESULTS – whether quantifiable or not. This is essential as your CV is a SALES DOCUMENT and your employer is not interested just in what you can do, but **what you can do for them!**

SKILL 2 (ie. Planning and Organising)

- Continue using examples from your work experience, this means that your key skills and experience which are really relevant for the employer are here at the beginning of the CV and more likely to be read.
- Employers spend on average less than 30 seconds reading a CV, so it needs to be easy to read and with the most relevant bits near the beginning.

SKILL 3 (ie. Strategic thinking)

- It is important that you reflect the language in the job description in your CV, and also the key skills they are asking for through examples from previous work – reminder, don't forget to include **results!**
- Did you know that your CV might not be read by a human? Software is readily available for computers to read your CV and pick out the key words, so make sure these words are included to ensure your CV gets put to the top of the pile.

Work Experience

COMPANY – Job – Dates

A Summary paragraph of your key responsibilities, using Action verbs, and making it relevant, if possible, to the job you are applying for.

- Use bullet points to break up the text and make your CV easier to read

COMPANY 2...

- Jobs should be in chronological order with most recent first.
- If you have previously worked in a similar job field, then ensure you put more emphasis on relevant experience and qualifications.

COMPANY 3...

- You do not have to list every company you have ever worked for, but it is good to include the most recent ones and relevant jobs, as employers like to understand why there are gaps.
- If you have had a break from traditional employment eg. To be a parent or a carer, this is fine, but some explanation needs to be made in the Cover letter.

Education and Qualifications

- These should be in chronological order, or with most relevant at the top.
- If you have a lot of work experience then the essentials only should be included here as experience often outweighs your education.
- If you have just left school/graduated then grades count and there should be more emphasis on things relevant to the job – ie. Maths and English grades A-C, or language skills.

Interests

If you have any interests that are interesting and make you stand out then include them here. It is nice to see some of your personality and who you really are outside of work!

Finally...make sure your grammar and spelling is spot on, if necessary get a friend/partner who has a good eye for detail to check it over before you send it off. Try to keep your CV to around 2 pages long, and don't forget, it is a SALES document, and should show an employer what you can do for THEM.