Please see below a suggested outline for a CV. Its purpose is to have all the relevant information regarding your job history and educational background, whilst being concise, easy to read and making it individual to you.

Curriculum Vitae

Personal Details - Name, address, phone number, email address.

Personal Profile - This should be 1-2 paragraphs outlining your key experience and strongest personal attributes ("hardworking, enthusiastic, good team player" etc. are all very common and whilst important, think also how to differentiate yourself from other profiles i.e. characteristics/achievements which are specific to you).

Education and Qualifications - Dates and the level of qualification attained.

IT Skills - Both Microsoft Office tools and those systems specific to individual companies you have worked for.

Employment History - Your most recent role first, detailing all previous positions, allocating more word space to those relevant to the type of job you are currently seeking.

Dates Employed

Company Name

Job Title

Responsibilities

-

Achievements (this is important as all candidates will put on their CV's what they have done within a role but adding what you feel you have achieved you are able to better demonstrate what you can bring to a future employer)

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Hobbies/extracurricular achievements - A few lines will help inject some of your personality into the CV. The content of this section will rarely dissuade a potential employer from choosing you, but if he/she recognises something they are interested in or have been associated with previously, it may just be the extra 'tick in the box' which secures you an interview.