

Your Name - Curriculum Vitae/CV

Insert your name. Use whatever heading(s) you prefer. Click on the red box borders to delete them. The first section is about your personality - use statements that relate to the requirements of the job and the employer.

Personal Profile / Personal Attributes

- Create 5-7 descriptive bullet-point phrases that describe your strengths and attributes
- These statements should also reflect the personal qualities that the employer seeks
- Keep the statements simple and clear; one line for each statement
- Keep to a consistent format; use professional, concise, intelligent language
- Use good, appropriate punctuation; semi-colons are effective for joining word-strings
- Ensure you are able to back-up and provide an example for each statement you make
- Examples and guidance for this section at www.businessballs.com/curriculum.htm

Experience / Specialisms

This shows what you can do - it's about your capabilities. Relate them to the job requirements and the employer's needs.

- Create 5-7 professional statements which explain your experience and/or specialisms
- Select the experience that best fits your capabilities and the needs of the new job
- Ensure each statement provides an example of a different capability
- For example, planning, communicating, problem-solving, analysing, etc.
- Examples and guidance for this section at www.businessballs.com/curriculum.htm

Achievements

This shows what you have done and indicates your credibility and potential. Relate this to the job requirements. Achievements need not all be work-based.

- Create 3-7 professional statements which describe your achievements
- Select the examples that best illustrate capabilities relevant to the needs of the new job
- Try to show a variety of types of achievements
- Achievements need not be work-related, especially for young people with little work history
- Ensure you attach context, scale, facts and figures to your achievements described
- Guidance for this section at www.businessballs.com/curriculum.htm

Career History

- mth/year-mth/year - job title/function/responsibilities - employer/city - industry
- mth/year-mth/year - job title/function/responsibilities - employer/city - industry
- mth/year-mth/year - job title/function/responsibilities - employer/city - industry

Briefly list your past jobs, employers, industry, and dates (mth/yr). Most recent first. Try to keep the details in neat columns. Briefly state responsibilities if not self-explanatory from the job titles. If appropriate state at the end: 'References are available upon request'.

Personal Details

- name
- address
- phone numbers
- email
- DOB (date of birth) - [OPTIONAL]
- marital status- [OPTIONAL]
- driving licence
- dependents (children)

Education and qualifications

- school, college, dates, etc
- qualifications

Hobbies

- it is helpful to show hobbies that reflect qualities which relate to the job requirements

Insert your contact information, education, etc, in these two boxes. Double-click on box borders to reformat. To make more space reduce font size to 9 or 10pt.

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This free CV Template is available from:

www.businessballs.com/freematerialsinword/free_cv_sample_template.doc

(There is an underscore between the words in the filename.)

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Further general help is at www.businessballs.com.

Specific help on adapting and using this CV template, and creating and writing effective CV personal descriptions and statements, and good covering letters, is at:

<http://www.businessballs.com/curriculum.htm>

The above section also contains lots of helpful notes for trainers and teachers, and for people who wish to create their own professional, impressive and effective CV's.

Be bold - be proud of who you are and what you can do.

Never let anyone tell you that you cannot be or do anything you dream to be.

It is normal for many people to under-estimate themselves and to ignore their greatest qualities. If this is you, seek some input from a positive friend to help you see your strengths and potential.

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Boxes can be reformatted by double-clicking on the box borders and then using the on-screen options. Box sizes can be changed by clicking and dragging the box borders.

Box borders around text can be removed to leave text only, which creates more space and a different design effect.

Follow your dream.