**[Full Name]**

[Email Address] - [Mobile Number]

[Home Address]

Here you should include a short Personal Statement of no more than a paragraph. This should be updated for every application you make and is one of your first opportunities to grab attention and make an impact. It should include a) who you are, b) your career goals and c) what you can offer the company.

Remember, it is important to be human when writing your CV, so we recommend using the first person ‘I’ and to **demonstrate** your experience and credibility as opposed to **telling** the reader how amazing you are.

**Example Personal Statement**

I am a recent Business Management graduate from the University of X, looking to secure a graduate Key Account position to use and further develop my marketing skills and ability which include hands-on business development and management. My ultimate career goal is to take responsibility for a brand to achieve its business goals at a market-leading company.

**A Note on Keywords**

Many job sites have CV databases where you can upload your CV to be searched by recruiters. Recruiters will be searching for candidates with certain skills. So think about what skills/keywords you want your CV to show up for and then ensure these keywords are included naturally throughout your CV (don’t just list them out!)

**Work Experience**

**Job Title – Month YYYY - Month YYYY**

Company Name - www.example.in

Location

It is very important to include your **dates of employment** for all positions. If you are still working for an employer, then write ‘to date’. Regardless of whether you are still in the job you have listed.

Responsibilities:

* Provide key achievements within a role, ensuring that wherever possible you outline the skills you used in the process and that you quantify the achievement e.g. “which increased revenue by 25%”.
* For each job, choose the best examples of your experience, which are relevant to the role you are applying for.
* Present facts about yourself clearly and concisely. Use bullet points rather than complete paragraphs.

**Job Title – Dates of Employment**

Company Name - www.example.in

Location

As you progress through your career, older jobs will become less relevant so keep the details slightly shorter the further back you go but remember to include your dates of employment and the key skills that you used to achieve your goals.

Responsibilities:

* Try to avoid over-used phrases like ‘team player’ and ‘results-oriented’ as these won’t differentiate you as a candidate.
* Tailor your CV for each job application.
* Make each bullet point impactful and don’t fill the space for the sake of it; a concise CV (no more than 2 pages) will be much preferred and easier to read.

**Education**

If this is your first or second job and you have limited or no work experience, do not worry. Think about your educational achievements and learning’s and how they relate to the role that you are applying for.

**Graduation (Hons), Stream - Month YYYY – Month YYYY**

College Name, Location.

University of X - Percentage

* Outline goals and achievements during your time at university including any which demonstrate desirable personal qualities like project management, leadership and reliability.
* If you learnt any skills or undertook any modules relevant to the role you are applying for, highlight them here.

**Junior College (H.S.C), Stream - Month YYYY – Month YYYY**

College Name, Location.

Board – Percentage

**School S.S.C/I.C.S.C/C.B.S.C/I.G.C.S.E, Month YYYY – Month YYYY**

College Name, Location.

Board – Percentage

**Personal Interests**

Outline some of your personal interests in this section. If you don’t have much work experience in a particular role, but have personal projects which display your passion, ensure that you include them here.

**REFERENCES**

References are available on request.