**John Smith**123 ABC Street, London, AB1 2CD  
Mobile: 07712 345678 | Email: johnsmith@youremail.com

**GUIDANCE NOTES**

* Provide as much contact information as possible to make it easy for people to contact you.
* Align appropriately on the page but feel free to adapt the style to suit your needs.

**Personal statement**

**GUIDANCE NOTES**

* The aim here is to highlight your professional attributes and goals, summarising why someone should consider your application.
* Outline your interest in the role and why you would be a good fit.
* Do not list out your skills here as they will be more relevant to employers searching for your CV within a job role listed under “WORK EXPERIENCE”.

**Work experience/employment history**

**GUIDANCE NOTES**

* Start with your most recent job first and work backwards in a chronological order.
* It is very important to include your dates of employment regardless of whether you are still in the job you have listed.
* Also ensure that any gaps in employment are explained, and if you have not had any gaps you should include your full employment history.
* You may not have had much previous work experience, and if you have it may not all be relevant, so focus on how you applied your skills practically if you have only had bar or retail work for example.
* Set out your work experience as per the examples below.

**Position held, Business Name – location**

**(Month Year – Month Year)**

**GUIDANCE NOTES**

* Include a brief description of your role in the business and elaborate on specifics and key skills gained in the achievements and responsibilities section below.
* Ensure you tailor this to each application, highlighting how this role shows you are able and have the skills to fulfil the position you are applying for.

**Achievements and responsibilities:**

**GUIDANCE NOTES**

* In this section you need to detail the most relevant aspects of your previous role. Detail what responsibilities you had (for example management), what jobs you had to undertake and any skills you have learnt from doing this.
* You also need to explain what tangible difference your achievements have made to the business. For example, this task has resulted in X number of sales. This may be more relevant to experienced candidates.

**Position held, Business Name – location**

**(Month Year – Month Year)**

**GUIDANCE NOTES**

* Repeat as above.

## **Education**

**GUIDANCE NOTES**

* In the education section of your CV you should include relevant qualifications to the role you are applying for. These should include your university degree (if applicable) and GCSEs and A Levels (if appropriate).
* It is also important to think about any relevant training course you have been on or any extracurricular activities that you feel may enhance your application.
* You can also detail any external courses you have done or any additional qualifications you have achieved since graduating. For example, finance candidates should detail an ACCA or CIMA qualification here and HR candidates should include any CIPD or additional qualifications they may have. If you are unsure what additional information you could put in this section, please speak to your recruitment consultant.
* Your education should be set out as below:

**Qualification name** (date achieved)

*Key skills gained*:

* XXXXX
* XXXXX
* XXXXX

**University name** (dated attended)

[Insert degree name] **•** [Insert grade or expected grade]

* *Key skills gained*: [ensure you highlight your skillsets and give examples of relevant modules and areas of study]
* XXXXX
* XXXXX
* XXXXX

**College/School Name** (dates attended)

* A Levels: XXXX

**Interests  
GUIDANCE NOTES**

* This section is optional and should be included if you think your hobbies will enhance your application.
* Be prepared to expand on these if you are asked about them during an interview.
* Feel free to list these out in bullet points or in a table.
* If you lack experience for a role or sector that you are applying for, you may want to mention your passion for applying and how you use your spare time to pursue this passion. Be it in reading around the subject matter or expanding your technical skills.

**Key skills/hobbies**

**GUIDANCE NOTES**

* Only complete this section if you feel it is necessary to get across some additional information that will support your application.
* This section is especially useful if you have little experience in the role/sector you are applying for.
* Here you can discuss anything you do outside of work to pursue your passion, for example reading.
* This section should be listed in bullet point format.

**References**

**GUIDANCE NOTES**

* Unless asked directly in the job advert, it is not necessary to include the contact details of your references. Most employers will probably start by verifying start dates.

References are available upon request.

**If you would like any further assistance on creating your CV, or if you are interested in finding out what roles we may have available** [**you can contact us**](https://www.sellickpartnership.co.uk/contact/)**.**

**TOP TIPS:**

* **Text alignment:** whilst already common in the legal industry, ensure your text is justified (use 'Ctrl + J'). Justified text creates clean, polished edges for a more professional look.
* **Font and formatting**: Stick to a professional, easy-to-read font (Arial/Calibri) and maintain consistent formatting. Bulleted lists and bold headings improve readability.
* **Reverse chronological order:** Listing your work experience and qualifications in reverse chronological order, it’s much easier to read for the Hiring Manager.
* **Proofreading:** Attention to detail is vital; your CV should be free of grammar and spelling errors, especially since drafting might be a part of your job. Review it multiple times, even stepping away and returning later for a fresh look.
* **Seek feedback:** Have a friend or colleague review your CV from a different perspective and they might spot anything amiss.
* **Honesty:** Always be truthful, integrity matters in the long run and it will always be found out.
* **Tailor your CV:** Customise your CV for each application by aligning it with the job description. Ensure that everything in the job description is represented on your CV if it's relevant.
* **LinkedIn profile:** Keep your LinkedIn profile current and matching your CV, Hiring Managers will look at your profile.
* **Action verbs:** Start bullet points with strong action verbs ('negotiated', 'drafted', 'represented').
* **It’s your CV:** Describe **your** role and projects **you** managed with what **you** accomplished. Minimise the use of phrases like 'I assisted with', or 'I helped with'.

**Don’t forget to delete all GUIDANCE NOTES before sending out and make sure all your contact details are correct!**