



Full Name
Email
Phone Number
Address
Postcode

PERSONAL STATEMENT

This should be a very brief statement (one or two paragraphs but no longer) detailing why you are a good fit for the role. You should talk about relevant attributes, strengths or achievements, but don't go into detail about any skills or tasks that are listed elsewhere in your CV.

WORK EXPERIENCE

Job Title – Dates of Employment (i.e. July 2014 to Present)

Company Name
Location

- List your work history in reverse chronological order, beginning with your most recent role – and include your dates of employment for all positions
- Use bullet points to detail your responsibilities and achievements. Try to give direct examples of your successes and how you realised them, i.e. 'I exceeded sales targets by x through implementing...' or 'I helped the company to increase its profitability by...'
- Always tailor your CV to the role that you're applying for, so highlight any skills that are relevant for the new position
- Include any systems or programmes (i.e GDS, Amadeus, Photoshop etc) that you used
- Think about which key words are most suitable for the position. Employers and recruiters are increasingly using key words to search for candidates on databases (these could be job titles or relevant skills that you need for the vacancy), so if your CV doesn't include these words or phrases, you won't come up in a search

Job Title – Dates of Employment

Company Name
Location

The older or less relevant the role, the fewer details you need to include - but still list your employment dates and any key skills that were obtained or used. And don't leave gaps – If you were unemployed for a year / went travelling etc, include this on your CV. Leaving a gap will just raise question marks and could lead to you being rejected before you have a chance to explain what you were doing.

- How far back into your career you go, depends on how relevant the roles are, but you should generally focus on the last 10 to 15 years
- If you've spent a considerable number of years in one job, break this down into the different roles that you had. If you only had one role, split it into subheadings with separate tasks
- Don't include unnecessary details. A short, succinct CV is better than one filled with waffle

EDUCATION

If you have been employed for a number of years, list any degree or A level qualifications followed by a brief summary of your other education, but there's no need to specify every subject and grade.

However, if you don't have much work experience yet, use this section to talk about the skills and attributes gained throughout your education that are relevant for the role you are applying for.

BA (Hons) 2:1, Course Name - September 2007 to June 2010

University of ###

- What did you achieve during the course? Did you receive particular praise for an assignment? How can these skills be used for the role that you're applying for?

A-Levels - June 2005 to June 2007

College Name

Location

- Travel and Tourism: A
- History: B
- Maths: B

GCSEs - June 2000 to June 2005

School Name

Location

- Gained 9 GCSEs

HOBBIES AND PERSONAL INTERESTS

Hobbies are often overlooked, but they can be the difference that makes a recruiter put you forward for a role. Spend this section talking about anything you have done outside of work that can be linked to the vacancy - in particular, sporting achievements should be highlighted. These can demonstrate drive and application, and potentially the ability to work as part of a team. Also mention any group that you may have coached (i.e. children's football) or anything that is relevant to the role or industry. For example, if you are well-travelled, list the countries that you have visited.

REFERENCES

References are available on request.