

# YOUR NAME

ADDRESS: STREET, TOWN, COUNTY, POSTCODE  
CONTACT NUMBER/S  
EMAIL ADDRESS

## PERSONAL PROFILE

Try to keep your CV to a maximum of two pages.

The personal profile should be approximately two sentences or one paragraph which briefly explains your relevant experience, what you are looking for and your key attributes. This section should be used to complement your cover letter and outline why you would be a good fit for the role.

## EMPLOYMENT HISTORY

**Dates (e.g. January 2009 – Date)**

**Company**

**Job Title**

- Use bullet points to describe your main responsibilities.
- Depending on how long you have been in each role, try to include eight-ten bullet points in the most recent position with two achievements, six-eight bullet points and one achievement in the role prior to that etc.
- Try to keep your employment down to the last three jobs.
- Example bullets points could include:-
- Providing administrative support to ..... which involved.....
- Inputting customer orders onto the company's bespoke sales order system.
- Dealing with inbound and outbound telephone calls including invoice queries, sales orders, product enquiries .....
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### **Achievements:**

- Have you won any awards or received client / customer recommendations?
- Consistently exceed targets

**Dates from – to**

**Company**

**Job Title**

- Responsible for book-keeping duties using Sage Line 50.
- Sales and purchase ledger.
- Bank and petty cash reconciliation.
- Covered reception during lunch breaks and periods of annual leave which included .....
- General office administration such as .....
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### **Achievements:**

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**Dates from – to**

**Company**

**Job Title**

- Providing full secretarial support to the Managing Director.
- Audio and copy typing with an average typing speed of .....
- Administering computerised diary for the .....
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### **Achievements:**

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## EDUCATION

Dates from – to Professional Body Course / Grade

Dates from – to Professional Body Course / Grade

Dates from – to Professional Body Course / Grade

## SKILLS / FURTHER TRAINING

- Any further relevant qualifications or skills i.e. languages or courses undertaken (AAT, Secretarial Diploma.....)
- Intermediate IT skills including knowledge of .....
- Car owner with full, clean driving licence.
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## PERSONAL INTERESTS

- This section is a good way to provide the potential employer with an overview of your interests, hobbies and the type of personality you are. Try to keep your examples as professional as possible.
- If you feel you have limited work experience, you can use this section to describe your passion for the industry for which you are applying and what you do in your spare time to pursue this passion.
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## REFERENCES AVAILABLE UPON REQUEST



**Example provided by:**

Future Prospects  
Balderton Hall  
Newark  
Nottinghamshire  
NG24 3JR

[www.myfutureprospects.com](http://www.myfutureprospects.com)