



## **NAME**

Address, telephone numbers, email

### **PROFILE**

3-4 sentences written in the 3<sup>rd</sup> person summarising you and giving an overview of your career to date. You can also add a final comment about what your career aspirations are....eg *now looking for a new challenge which will allow me to use and build on my existing skills..*

### **Key Skills**

5 or 6 bullet points listing your key skills e.g. project management, excellent interpersonal skills, change management etc- when compiling this you need to bear in mind what the requirements are of the person specification – however obviously you need to be truthful about what your skills are!

*Together the profile and key skills should grab the reader's attention and make them want to know more/read on – if you are applying for a job for which you are suitable, the reader should already have a sense that you can offer what they are looking for in terms of skills and experience so make sure you have read the advert, JD and person spec thoroughly before you start putting together your CV.*

### **CAREER HISTORY**

For each job that you have done you need to list the following...

#### **Dates            Job Title            Organisation worked for**

*You then need to give an overview of the role and list your responsibilities and achievements – if you have a long career or lots of experience be selective – you don't have to list the same responsibility in all jobs even if you had similar responsibilities – each bullet point should tell the reader something new about you. Don't forget to keep your tenses consistent – I suggest for previous roles that you use the past tense*

#### **Summary**

Give an overview of the organisation (if it is an organisation that your potential employer is likely to be unfamiliar with) and of your role – this needs only to be 1-2 sentences as you will go into more detail about what your role involved in the sections below

#### **Key responsibilities**

Bullet points written in the 3<sup>rd</sup> person – Eg:

- Responsible for the effective day to day operational managements of the unit including management of 23 wte clinical and non clinical staff

#### **Key achievements** – (Employers want to know you achieved something!)

Bullet points written in the 3<sup>rd</sup> person - your achievements should link to your responsibilities

*Ensure you describe how you did things – you need to be ‘selling yourself’ the whole way through the CV*

## **PROFESSIONAL QUALIFICATIONS**

e.g. Nurse or any clinical training,

<b>Date</b>	<b>Qualification</b>	<b>Educational Institution</b>
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## **SKILLS/TRAINING**

Also list all training courses undertaken – eg PRINCE project management etc, management development or leadership

## **PROFESSIONAL MEMBERSHIPS**

## **EDUCATIONAL HISTORY**

### Post graduate qualifications

<u>Date</u>	<u>Qualification</u>	<u>Educational Institution</u>
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### University

<u>Date</u>	<u>Qualification</u>	<u>Educational Institution</u>
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### School

<u>Date</u>	<u>Qualifications (e.g. 3 A levels and 8 O GCSEs)</u>	<u>Educational Institution</u>
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## **SKILLS/INTERESTS**

Computer literacy – list packages familiar with etc

Non work interests – eg voluntary work with charities, school governor etc

## **PERSONAL INFORMATION**

Date of Birth, marital status, nationality, car driver - **(optional)**

Visa status (if applicable) – not optional –you must include this if applicable

## **REFERENCES**

Your most recent employer plus one other – list name, address and telephone number

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