

## **NAME**

Write your contact details across the page (saving space) – using two lines if necessary.  
Include your landline, mobile and email

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## **OBJECTIVE**

Briefly state **exactly** what it is you want – what job are you applying for. Don't waffle.

## **PROFESSIONAL PROFILE**

List or write in prose the key skills you have to offer the employer. These tend to be transferable skills which relate directly to the post you are applying for and for which you can provide evidence.

### **Headings**

Write skills headings which relate directly to those skills looked for in the job description. You then write the skills you have acquired under those headings. Below are some possible headings examples. You will see more detail in the [Skills CV example](#).

**Communication**

**Finance and Administration**

**Organisation and Management**

**Marketing**

## **EMPLOYMENT HISTORY**

## **EDUCATION**

## **QUALIFICATIONS**

## **OTHER RELEVANT INFORMATION**

## **REFERENCES**

Using this format, you only need to add dates in a few sections especially Education and Employment History. In these two sections, Education and Employment, dates could be written on the right-hand side of the page.