

Skills CV template

Your full name

Your home address

Your home phone number

Your mobile phone number

Your personal email address

Profile

I am a hard working team player and I enjoy exceeding targets. I look for ways to do things better because I am motivated by being successful and achieving.

Profile explained: *your profile should be about 30 words long and describe what you are like to work with, focussing on how you can help an employer to prosper. Remember, you don't need to have had a job to be able to describe yourself as a colleague.*

Key skills and achievements

List up to five achievements – remember you want to show how you would add value to a company. Define and explain the skills like this:

Customer Service

- Developed Service Level Agreements to enhance customer experience for new and existing customers, which led to a 3% increase in renewals and a 2.5% increase in value of units sold.

Systems used

List all of the systems that you have used that are relevant to the job that you are applying for, stating your competence level. For example:

- Sales Force CRM super user
- MS Excel advanced
- HTML basic

Career summary

Focus on the skills and experience that you have from previous employment that supports your key skills list above. List your employment history in reverse order, starting with your most recent job first. List your employment history like this:

Job title	From-to dates	Company name
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If you do not want to name your current employer, describe the company instead e.g. Leading UK software house

Training and qualifications

List any recent courses that you have completed where the course or skills acquired are relevant to the job that you are applying for. State the grade or mark that you achieved where relevant.

Course/skill name	From-to dates	Educational institution	Grade/mark
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Awards and membership of professional bodies

List all relevant awards, membership of professional bodies and also membership of 'news' groups etc. For example:

- Chartered Institute of Marketing (CIM)

Interests (optional)

Keep this short, about one line. If you don't have a work history, list awards and personal achievements here.