

CVADVICE

Section 1 – Important Elements of a CV

The purpose of page one of a CV is to give a quick and accessible thumbnail sketch of you and your career with all contact information clearly visible. This should cover your full personal details including:

- Name
- Address
- Date of Birth
- Home Telephone
- Email
- Mobile (if appropriate)
- Nationality
- Executive summary: a short piece 1-2 paragraphs outlining your experience, strengths and suitability for the role to which you are applying
- Current employer (including; Current Job Title, Length of Service, Company Description, Responsibilities, Achievements, Reason For Leaving)
- Position applied for
- Current salary
- Salary sought
- Preferred location, including willingness to relocate. List where you are prepared to relocate to
- Status of driving licence - number of points if any
- Availability (length of notice period)

Previous Employment Section

Your employment section should be laid out in reverse chronological order i.e. starting with the job you had before your current role, and ending with your first role. Remember that your current role was described on page one. Date gaps should be avoided if possible. It is important to give as much detail of your role as possible including your achievements, successes and promotions. We suggest that the following format is useful: (Use the same format for each position that you have held)

- Employer
- Job title
- Date from - to (remember to include the months)
- Responsibilities
- Achievements
- Reasons for leaving

Education

- Secondary Education establishment(s) including qualifications gained and dates attended.
- Higher Education establishment(s) including qualifications gained and dates attended.
- Vocational training (in other words any training that is relevant to your job e.g. Corgi Registration) including qualification gained and dates attended, also, include Professional qualifications gained and dates, together with Professional memberships and Vocational courses attended.

Additional Personal Information

Serves to give the prospective employer an insight into your personality and interests and should include an assessment of your own particular skills and qualities.

Hobbies/Interests and leisure activities as well as giving the employer an idea of your interests it also serves to show whether you are active in your leisure time.

Section 2 - Thornhills CV Template

Curriculum Vitae: Mr A.N. Other
Address: 18 Roundabout Way, Nottingham, Notts NG12 2EA
Tel No: 01159 568 498 • Mobile: 0779 431 0242
Date of Birth: 15/02/69. Marital Status: Single
Email: another@thornhills.co.uk
Nationality: British

Executive Summary

I am a qualified building services engineer with a wide and varied work experience. I have sixteen years sales experience in the building services field, particularly in the heating industry where in my past two roles I have been ranked in the top three in sales forces of between 10-15 people.

Current Employment

June 2001 – Present: Sales Engineer, UK Boilers

Company Description: UK Boilers is a boiler manufacturer for the commercial market. They also design and install heating solutions into end users properties.

Responsibilities: My role was to sell the design and installation of these systems and their appliances to small to medium sized commercial properties focusing mainly on the public sector in the East Midlands area.

Achievements: In my first two years I hit target, and in subsequent years I was consistently in the top 3 out of 11 salespeople. I managed to sell a record order of over £2 million to Lincoln City Council.

Reason For Leaving: The company's products are now outdated in the market place, and I'd like to join a more progressive company.

Other Information

Driving License: Clean

Availability: 1 months notice

Current Salary: £30,000 basic, bonus £5000, company car plus other benefits

Salary Sought: £33,000

Position applied for: Sales Engineer

Preferred Location: Nottingham, prepared to relocate within the Midlands.

Previous Employment

June 1995 - June 2001: Sales Engineer, Weston Boilers

Follow the same format as for current employment covering:

- Company Description
- Responsibilities
- Achievements
- Reason For Leaving

Sept 1990 - June 1995: Sales Engineer, Midland Boilers

Follow the same format as for current employment covering:

- Company Description
- Responsibilities
- Achievements
- Reason For Leaving

Aug 1987 - Sept 1990: Heating Engineer, Nottingham Commercial Heating

Follow the same format as for current employment covering:

- Company Description
- Responsibilities
- Achievements
- Reason For Leaving

Education

June 1988 – June 1999, South Nottingham Technical College

Corgi registration during a part-time course. Qualified to work on Domestic and Industrial Boilers up to 500KW and their relevant appliances.

Sept 1985 – June 1987, New College Nottingham

City and Guilds in Heating and Plumbing – Awarded a Merit

Sept 1980- June 1985, Higher Pavement School

5 O Levels including Maths, English, Physics and Chemistry all between A-C grades.

Hobbies and Interests

I am a particularly keen golfer and have held a handicap of under 10 for the last 6 years. I also take an interest in the local football team and help out on Sundays to coach a youth team.