Name

Address
Email/Mob/Linkedin

Personal Statement/Professional profile

Think of your personal statement as a mission statement, which sums up to the prospective employer, why you are right for the job. Start strong with a catchy opening statement. Keep your personal statement brief (no more than 200 words) and avoid buzzwords/phrases such as: dynamic, team player and 'CV legend' (a real example). Use keywords that employers or recruiters may be searching for. Write in full sentences either using the first (I) or third person. While time-consuming, we recommend tailoring your personal statement to the specific job you are applying for.

Qualifications

Degree (grade)   Date
University
- Details of relevant modules
- Skills developed (using STARS/PARS)

A levels   Date
College/School
- List of A levels and grades

GCSEs   Date
College/School
- List x number of GCSEs, ranging from A-C grades including maths, English, ICT and x (relevant to job application)

Other qualifications/training – only if relevant (most recent first)

Title   Date
Education Establishment
- Content if relevant

Title   Date
Education Establishment
- Content if relevant

Employer related history (most recent first)

Job Title   Employer   Date range
- Duties – use business language

Name

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- **Impact**: written bullet points, using PARS/STARS model
- **Skills**: does this reflect the skills summary?

Job Title	Employer	Date range

- As above

Job Title	Employer	Date range

- As above

Job Title	Employer	Date range

- As above

Other achievements and interests – only if relevant

Either as bullet points or as a paragraph

Additional information – only if relevant

Either as bullet points or as a paragraph

References

Can be supplied upon request