

Functional CV Template

SECTION 1 Contact Details

Name
Address
Telephone / Mobile
Email

SECTION 2 Profile / Summary Statement

Write 35 to 50 words about your key skills and experiences that match the requirements of the role.

Example: Retail expert with significant experience and expertise working for large well know organisation. Extensive understanding of the retail industry. Calm, confident and professional when dealing with customers.

SECTION 3 Key Skills and Achievements

Examples of key Achievements might include:-

- ☞ Promoted to Regional Sales Manger, responsible for six stores with an annual turnover of £2 million.
- ☞ Conducted monthly business meetings with store managers and represented their views at area meetings.

Tip: Put you name on each page possibly in the footer

SECTION 4 Education / Qualifications / Training

Put most recent and most relevant first; give dates if they add value. Also include relevant training courses.

SECTION 5 Professional Membership

Include professional membership especially if membership required study.

SECTION 6

Optional Personal Details / Interests

Driving licence details, date of birth, hobbies and interests, work undertaken with voluntary organisations.

Curriculum Vitae - CV Part 3

Reverse Chronological CV Template

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SECTION 2 Profile / Summary Statement

Three key sentences to include strengths and qualities. For example:-

Retail Sales Assistant working in a large Blue Chip Organisation

Strong on sales negotiations and customer service

Proven track record as a team player delivering sales in excess of £20k

SECTION 3 Career Background and Employment History

Include Organisation / Company and Job Titles, dates from and to (whole years). Emphasise key responsibilities, skills and achievements relevant to the position. Don't go beyond ten years. Earlier career information should be summarised separately.

Current job	Dates
Company Name	
Job Title	

Next Job	Dates
Company Name	
Job Title	

Career Summary this could take you back beyond ten years.

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