**PROFILE OF CANDIDATE**

Note: the attached curriculum vitae retains the author’s original wording

**xx Career sought by a………**

No more than 6 lines about you and, to a lesser extent, your skills/specialisation. Keep it relevant to the role that you are applying for. Above all, you should seek to convey your personality in this section and grab the attention of the reader. Avoid clichés, blandness and military speak. Be succinct and clear, especially about the one key attribute you can bring to an employer.

**KEY SKILLS**

Again, keep skills relevant to the job you’re applying for; start with the job description and ensure you list all the required skills here, along with evidence. Try to avoid ‘bog standard’ military skills, such as communications and teamwork unless you have exceptional skills and can back them up.

Most importantly, pull your skills out of your career history, so the reader can see where you’ve gained the experience and how you’ve successfully applied them. Again, make them relevant, but here are a few suggestions about how to avoid the skills being too generic:

* **Relationship or Stakeholder Management: Provide an example with evidence of metrics**
* **Risk or Crisis Management: Provide an example with evidence of metrics**
* **Project Management: Provide an example with evidence of metrics** Remember that most military roles are project management roles e.g. patrol commander on ops is a defined project.
* **Negotiation Skills: Provide an example with evidence of metrics**
* **Change Management: Provide an example with evidence of metrics**
* **Leadership: Provide an example with evidence of metrics**

**CAREER SUMMARY**

**List appointments in reverse chronological with the most recent at the top.** Avoid military appointment titles, abbreviations and military budgets (management of which is a long way from a commercial Profit & Loss account). Focus – really focus – on your responsibilities and achievements, using hard data as evidence. Common bad practice is to explain what the role involved, not what you achieved. Use evidence such as cost/ time/ resource savings, increased effectivenss etc.

**Company** 2003 - present

**Role** 2014 – present

*Metric summary*

* Responsibility and Achievement 1: Brief description with metrics
* Responsibility and Achievement 2: Brief description with metrics
* Responsibility and Achievement 3: Brief description with metrics

**Role**  2012 - 2013

*Metric summary*

* Responsibility and Achievement 1: Brief description with metrics
* Responsibility and Achievement 2: Brief description with metrics
* Responsibility and Achievement 3: Brief description with metrics

**Role**  2008 – 2012

*Metric summary*

* Responsibility and Achievement 1: Brief description with metrics
* Responsibility and Achievement 2: Brief description with metrics
* Responsibility and Achievement 3: Brief description with metrics

**Role**  2005 – 2008

*Metric summary*

* Responsibility and Achievement 1: Brief description with metrics
* Responsibility and Achievement 2: Brief description with metrics
* Responsibility and Achievement 3: Brief description with metrics

**QUALIFICATIONS & ACHIEVEMENTS**

Date Where Qualification

**EDUCATION**

Date Where Education Level

**ADDITIONAL INFORMATION**

Any information that has not already been covered.

Eg. driving licence

Willing to relocate

Do not put information about your age, marital status, kids or medical conditions.

**REFERENCES**

Available upon Request. You don't have to put this section in if you don't want. If an employer wants references, they will ask anyway regardless of whether it is mentioned on your CV.

**3 golden rules:**

1. **Always provide evidence of skills and achievements and translate them into civvy speak.**
2. **Never use military appointment titles or language unless you are certain the reader will understand them. (However rank and honours and awards can be shown if desired).**
3. **Take ownership of your CV, don’t leave it to others to write – but do take advice. Remember that a CV doesn’t get you a job, but it can certainly stop you getting a job. One more time: make the CV relevant to the job you’re applying for and don’t use ‘generic’ CVs.**

Finally, there’s a lot of nonsense talked about CV conventions. We recommend that you stick to the format shown here and in the order shown:

* Profile
* Key Skills
* Career History
* Qualifications and Achievements
* Education
* Personal Interests
* References

A CV can, and sometimes should, be longer than 2 pages, esp for technical or highly trained people with a lot of information to list. Spread it out to 3 or even 4 pages if necessary and avoid small fonts and unclear structure. If it’s 7 or 8 pages, it’s definitely too long.