

General profile

An articulate, forward-looking individual with great organisational ability and managerial skills. Has held a variety of jobs in middle management and is now looking for promotion. Ambitious and enthusiastic.

This profile could be used in more situations. Don't be modest when you write your profile but don't go 'over the top' and appear too good to be true.

Organising the CV

There is no right or wrong way to set out a CV. Remember that its aim is to sell yourself so you should arrange it so that the reader can easily find what he or she wants to know. *Don't* include irrelevant detail but *do* include skills that you have acquired and your achievements.

Including your education

Sometimes an employer wishes to know your educational background so it is worth including that. State briefly what schools and colleges you have attended, starting with the last one and giving dates.

Putting in your qualifications

If you do not have qualifications, miss out this section and concentrate on your skills and work experience however slight.

If you *are* loaded with qualifications, enter the most important ones first. It is not necessary to enter all the subjects you passed at GCSE or Advanced Level unless this is required. Follow the example below for style: