

## PROFILE

It is important to get this part of your CV right. Often it is the first thing an employer will read and it should set the tone for the rest of your CV. This is your chance to highlight the value you can bring to the role and showcase your core competencies and skills. Be sure to mention the skills you have that the employer has specified in the job description. Your profile should be 8 to 10 lines long and do not use bullet points.

## CAREER HISTORY

Start with your most recent employment first and work backwards. Make the description of your jobs strong by using active verbs. Remember to emphasise the key skills that are relevant to the role for which you are submitting your CV. Choose your words carefully to reinforce the experience that you showcase to the employer.

### Title Held, Name of Company

**12/12/2012**

- Insert further details of your key duties and responsibilities. Remember to use active verbs including sold, solved etc.
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### Key achievements

- This section should include a list of 4-8 achievements and should be presented in bullet point format.
- Use this section to highlight any achievements you may have had in a voluntary capacity.
- You should include outstanding academic qualifications, results etc.
- You should include details of group presentations that you have led, presented etc.
- If you have employment experience then you should provide examples of your achievements, you need to show employers that you have solved problems similar to theirs and that you achieved the results for which they are looking.

### Title Held, Name of Company

**12/12/2010**

- Insert further details of your key duties and responsibilities. Remember to use active verbs including sold, solved etc..
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### Key achievements

(As above)

### Title Held, Name of Company

**12/12/2008**

- Insert further details of your key duties and responsibilities. Remember to use active verbs including sold, solved etc..
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### Key achievements

(As above)

