

(Provide your full name)

Address: (a full postal address needs to be included)

Telephone: (include your mobile number first and any landline you can be contacted on)

Email: (your contact email address)

Profile

You can further enhance your appeal to an employer by making sure you bring to their attention straightaway your skills, knowledge and expertise. For example:

"An accomplished, versatile and results-driven professional with a proven track record in driving sales and increasing revenue, ultimately benefiting the company bottom line"

Objective

You can highlight your desire to change direction in career in this section, i.e. *"Now looking to secure a challenging and rewarding new role within the industry, where skills, knowledge and expertise gained throughout previous experience in the sector can be transferred across and utilised to best effect for the benefit of your organisation."*

Key Competencies

- Leadership
- Communication
- General Management
- and so on.....

If you are looking for a change of direction in career, then it is very important to highlight the skills that you have gained throughout your previous experience that can be transferred over to a potential new role. For example, if the new role you are looking at is asking for communication skills, put them in this section and then focus on where you have achieved these skills in the achievements, duties and responsibilities underneath the career summary.

Career Summary

Dates to and from JOB TITLE, Company Name

Within your career summary, you need to include details of all employment, set out as above. You should include achievements, duties and responsibilities for roles undertaken over the last 10 years in bullet point form. Anything older than this should be listed as earlier experience and just the dates to and from, job title and company name.

Alternatively, if your career change relates to something you have done in the dim and distant past, you can re-write the section as 'Relevant Experience' and then include another entitled 'Other Experience', to just bring the relevant skills to the forefront

Professional Development

- Health and Safety
- Safeguarding Children
- Manual Handling
- and so on.....

This section should include any workshops, seminars and courses that you have attended during the course of your career to date

Education

This section should include any Degree or A Levels gained as well as any further qualifications, such as CIPD, Prince2 etc.

Key I.T Skills

- Include any computer applications you are comfortable using i.e Word, Excel, PowerPoint, Publisher etc.

Other Details

Other: If the role requires a driving licence, advise here that you have one or, similarly, if the role requires languages, put these here and indicate to what level you speak them

Interests: Let the reader know what it is that you like to do in your spare time; this just gives the interviewer a personal view of you and something to chat about at the end of an interview

References are available on request

You mustn't include your date of birth on your professional CV; this is because the document can be used to commit identify theft / fraud if it is on there. As such, employers don't expect to see it so will request it if they absolutely need it; include the date in the education section you left school as this will indicate your age