

CV Heading

In the CV heading you can write your general information:

- Name
- Surname
- Local address
- E-mail address
- Phone number

(If applying for an overseas job, please remember to include your international dialling code.) Include your mobile/cell phone number if you are going to relocate soon.

CV Skills Summary

The Skills Summary section of your CV includes your **main skills**. You should **only include keywords** in this section, do not go into lengthy descriptions of your skills. The skill summary is also called personal profile.

CV Objective

The CV Objective, sometimes also referred to as CV Personal Profile states "**What is the next step in my career?**" This should be a short, concise statement that informs the employer what kind of position you are looking for. The type of position, the role (managerial, supervisor, contractor) should be included as well.

If you are job hunting it is a **good idea to have several CV's with different profiles or objectives**. For example, you can have a CV for a sales supervisor and the other for a shop floor manager. Your 'sales supervisor' CV can highlight achievements in this area, and the CV would be tuned to that particular in terms of job descriptions and achievements.

Use Buzz Words on your resume! Active Vocabulary – make sure to show that you have made things happen in your career not that they happened around you.

Start as many points with active verbs – example instead of "given responsibility" write "developed the role" not "organised schedules" write "scheduled work for 10 people"

Education on your CV

List **all of your qualifications** in this section. Include all of your education including certifications from non-academic institutions, especially those that are related to the job vacancy. If you have more work experience than qualifications, put your work experience before your qualifications.

Do's (highlight achievements)

Successfully negotiated a major contract
Exceeded sales target by (£) in one year
Boosted sales by % in first year
Developed new administrative systems that reduces expenditure by (£)
Increased output by (x) units a year by optimising production process

Active Vocabulary

With 10 years experience in marketing and customer service
Customer facing administration skills
Seeking to develop my career in the field of:-
Effectively contributed to
Meticulously assisted with
Unfailing supported
Supervised the team (do not use I)
Punctual
Conscientious
Motivated
Rise to the challenge
Good/Excellent communicator
Good/Excellent Listening skills
Fast accurate typing skills (enter WPM if known)
Ambitious
Diligent
Inspiration
Innovation
Collaboration

Summary example

With 10 years solid experience in marketing and customer service along with strong customer facing and administrative skills, now seeking to respond to new challenges and contribute to effective marketing to you your organisation in the "sector"