

[YOUR FULL NAME]

[Town, UK] · [07000 000000] · [you@email.com]

*Keep to 1 page if you're early-career, 2 pages maximum — UK convention; recruiters bin CVs that run longer.
(Delete this line.)*

PERSONAL STATEMENT

[3–4 lines (under ~150 words): the role and grade you're applying for, your most relevant experience, and what you bring. Mirror the wording of the advert.]

KEY SKILLS

[6–10 role-relevant skills. Write 2–3 as 'skill — where you used it'; list the rest pipe-separated.]

WORK EXPERIENCE

Most recent first. Each bullet = action verb, what you did, a measurable result.

[Job title, grade] — [Department / Employer], [Location]

[Mon YYYY] – [Present]

- *[What you delivered and the outcome, with a number where you can.]*
- *[A responsibility showing scope — budget, team, caseload or stakeholders.]*
- *[An example of improving a service or process.]*

[Previous job title] — [Department / Employer], [Location]

[Mon YYYY] – [Mon YYYY]

- *[Achievement and result.]*
- *[Achievement and result.]*

EDUCATION

[Qualification, grade] — [Institution], [Year]

PROFESSIONAL MEMBERSHIPS (OPTIONAL)

[Membership, e.g. Member, [professional body]]

References available on request.

Tip: Civil Service roles are assessed on Success Profiles. Most adverts also ask for a Statement of Suitability and behaviour examples — use Cvedo's free Civil Service Statement template for those.

Free Civil Service CV template by Cvedo · check your statement free at cvedo.co.uk/civil-service · delete this line before sending.