

# [YOUR FULL NAME]

[Town, UK] · [07000 000000] · [you@email.com] · [linkedin.com/in/yourname]

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 (aim for under ~150 words): who you are, your strongest relevant experience, and the role you're targeting. Tailor it to each job — name the role and mirror 2–3 keywords from the advert.]

## KEY SKILLS

[6–10 role-relevant skills. Write 2–3 as 'skill — where you used it', e.g. 'Budget management — owned a £250k budget'; list the rest pipe-separated, e.g. Excel | SQL | Stakeholder communication.]

## WORK EXPERIENCE

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

### [Job title] — [Company], [Location]

[Mon YYYY] – [Present]

- [Achievement with a number — e.g. "Cut invoice processing time 30% by redesigning the approval workflow."]
- [Achievement led with a strong verb (delivered / improved / led); quantify where you can.]
- [Achievement showing scope — team size, budget or volume.]
- [Achievement showing initiative or a problem you solved.]

### [Previous job title] — [Company], [Location]

[Mon YYYY] – [Mon YYYY]

- [Achievement + result.]
- [Achievement + result.]

### [Earlier job title] — [Company], [Location]

[Mon YYYY] – [Mon YYYY]

- [Achievement + result.]

## EDUCATION

New to work or a recent graduate? Move this section ABOVE Work experience.

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

[Qualification] — [Institution], [Year]

## KEY ACHIEVEMENTS (OPTIONAL)

[2–3 standout, quantified wins if they don't already sit under a role.]

## CERTIFICATIONS & MEMBERSHIPS (OPTIONAL)

[Certification — Awarding body, Year] · [Professional membership, e.g. Member, CMI]

## INTERESTS (ONLY IF RELEVANT)

[Include only if it shows a job-relevant skill — leave out generic hobbies.]

References available on request.

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