

Example CV

Please remember all CV's are subjective to the reader reading it, and this should be used as guidance only when writing your own CV.

If you would like to register with Trostan Dene, please send your CV to info@trostandene.com or contact a member of the Trostan Dene team.

EXAMPLE CV NAME

M: XXXXXXXXXXXX

E: email@email.com

Address: example address here

Candidate Summary (Optional - this is personal preference)

Only include this if you have a well written summary of your skills and experience. If you detail in this section what you want from your next employer, be sure to align this to the job advert that you are applying for. Otherwise, you run the risk of dissuading hiring managers from taking you forward if their offering is not aligned to your expectations. It may also suggest you haven't read the advert.

QUALIFICATIONS:

Date from – To (most recent)

Place of Study, Qualification, Result (E.g. University X, 2.1 BSc Hons Maths)

Date from – To

Place of Study, Qualification, Result (E.g. College X, Maths: A, Law: A, IT: B)

Date from – To

Place of Study, Qualification, Result (E.g. School X, GCSE 9 A-C)

EMPLOYMENT HISTORY

Most Recent Employer

Full Dates Employed

Industry (I.e. Manufacturing)

Current Job Title

Dates from - to (employed in Current role)

Achievements:

- When writing your CV, look at the duties of your role and see if you can turn any into achievements.
- **E.g.1** If one of your job duties was to provide strategic and financial guidance to ensure the companies financial commitments are met, you might want to say here:
Led the business through operational change, including a full restructure which once completed achieved operational profitability. (please note: it is fine to have multiple achievements detailed regarding that one job duty)
- **E.g.2** If one of your job duties was to partner with operational staff you might want to say here:
Partnered with operational staff to improve performance and efficiency throughout the organisation/within a business area achieving an increase of x profit / name the results from your business partnering.
- **E.g.3** If one of your job duties was to manage the finance team you might want to say here:
Whilst managing a team of 5, retention remained at 100% during my tenure with development opportunities created for team members that were keen to progress and develop their skills
- **E.g.4** If one of your duties was to process invoices and make weekly payments you may want to say here:
Whilst being responsible for processing approximately 250 invoices, making weekly payments, during the seasonal peaks my workload was always managed to ensure there was no backlog of invoices or late payments.

Duties

- Once you have exhausted your achievements, list the rest of your duties here – essentially the tasks that you can't turn into achievements. If you can't turn it into an achievement, ensure the duty is one that is relevant and one the reader will want to know. See some examples below:
- **E.g.1** Managing the departments post (*Is this necessary? Was there a lot of it, enough to mention?*)
- **E.g.2** Ensure business legislation is adhered to at all times (*Could this be listed as an achievement if 100% compliance / or target compliance achieved?*)
- **E.g.3** Set up and process new employees onto the payroll system (*How many new employees a month were there, if it was high and always done on time could this be an achievement?*)

Previous Job Title (at above employer)

Dates employed in this role

Achievements

- Detail your achievements here but keep concise and include volumes, values, results, targets etc. where possible
- Detail further achievement
- Detail further achievement

Duties

- Detail your duties here
- Detail your duties here
- Detail your duties here

Previous Employer**Full dates employed****Industry****Job Title****Dates in this role** (may match the above if you've only had one role at that employer)**Achievements**

- Detail your achievement here but keep concise and include volumes, values where possible, results, targets etc where possible
- Detail further achievement
- Detail further achievement

Duties

- Detail your duties here, when you are looking back on roles over 10 years + you may want to decrease the amount of information you include into your achievements and duties, and only detail necessary relevant experience
- Detail your duties here
- Detail your duties here

Dates From – to: Took a career break to travel / for children etc (It's important to cover any gaps in your employment history)**TRANSFERABLE SKILLS** (Optional)

This section is not necessary, but if you are seeking work in an area that you don't have all the desired work skills, you may want to list your transferable skills that may be relevant in that area, **qualifying them where possible**. See some examples below:

- **E.g.1** *Exceptional time management and organisational skills shown through my ability to meet deadlines whilst managing multi-layered teams*
- **E.g.2** *First-rate skills in dealing with a range of customers and a diverse range of people, having successfully maintained and improved relationships with multiple stakeholders including internal and external auditors, banks, bard members etc.*
- **E.g.3** *Proactive attitude to own learning and development with me achieving my AAT qualification in my own time through distance learning*
- **E.g.4** *Ability to adapt to change having worked through two restructures throughout my career, taking advantage of the opportunity to further develop my own skills and knowledge*

IT SKILLS

E.g. Systems used include: Sage, Xero, Salesforce, all Microsoft packages etc.

ADDITIONAL INFORMATION AND INTERESTS

Detail your interests: *E.g. spending time with family, yoga, football, football coaching. Etc.*

You may want to state if you are a driver with a car

REFERENCES

You do not need to detail any references at this point on your CV. You just want to let the reader know they are available if requested. So you may wish to state:

E.g. All available on request including current and previous employment, university, and character references.

Useful notes to mention:

- Stating your industry isn't necessary, but helps employers understand your skills and experience more
- Do not leave any unaccounted gaps on your CV. If your career history results in your CV being too long, focus on the detailing the most recent roles with relevant experience. Experience over 10 years is still useful, but you may want less detail or to group together some of your experience.
- Don't try to hide anything (e.g. don't worry about showing your age), an interview under false pretences is not advisable
- Always include volumes and values where possible to validate your statements and to provide additional context to the reader
- Don't have unnecessary spaces on your CV, in the first section of this example the spaces between the examples are not needed on your own CV.
- **Detail all positions within the same organisation.** Having multiple roles in one organisation shows a variety of skills without having to say anything; progression, versatility, being adaptable to change etc. So don't think you need to group the roles into one. Instead, ensure the achievements and duties are relevant with no duplicates.
- The layout is personal preference - try to make use of as much as the page as possible, otherwise the document becomes too long
- You may want to change the order of the headings relevant to importance, i.e. if you're applying for a role you don't have all the experience in, you may wish to move transferable skills above Employment History or Qualifications.
- Employment History: always start with the most recent role first working backwards.
- The layout on this CV uses 'narrow margins' to make use of all the page. To do this on word click 'Layout', 'Margins', 'Narrow'