

## Your Name - Curriculum Vitae or Res

Insert your name. Use whatever font you prefer – remember clean and simple is always best!

## Education and Qualifications

- MBA or Masters any post
- University / College degree course descriptions and qualification grades

Education can be listed early in the document or towards the end – Dependant on the strengths of results / and / or how important it is to the role / reader.

## Personal Profile / Personal Attributes

- Use bullet point phrases – create 3 - 7 that describe
- Statements must reflect the personal qualities
- One line for each statement – Simple and clear
- Proof read and be careful of punctuation
- Examples and guidance at [www.sentient-recruitment.com/resume-power-words.htm](http://www.sentient-recruitment.com/resume-power-words.htm)

As this is a combination CV / Resume you may choose to limit the bullet points in this field and the achievements field. For use in the career history field.

## Achievements

- Create 3 - 7 achievements
- Select the most relevant
- Try to show a variety of types of achievements
- You can use non-work related achievements, especially if you have little experience
- Achievements need to be in quantifiable values; Example sold £2.3M against £1.8M target
- Guidance for this section at [www.sentient-recruitment.com/resume-power-words.htm](http://www.sentient-recruitment.com/resume-power-words.htm)

This shows what you have done and indicates your credibility and potential. Relate this to the job requirements. Achievements need not all be work-based.

## Career History

- mth/year-mth/year - job title/function/ - employer/city - industry

Client A - Brief description of your responsibilities – Again using dynamic doing verbs describing objective in quantifiable language where possible; Skills / methodology used And outcome again in quantifiable action. If listed above in achievements don't simply repeat yourself – rewrite in a different way adding detail to the achievements summary

Client B etc...

Client C etc...

- mth/year-mth/year - job title/function/ - employer/city - industry  
Brief description of your responsibilities

List your past jobs, employers, industry, and dates (mth/yr). Most recent first. You may have a lot of experience that relates to the role. Pick the most relevant, and try and keep the document to 2 / 3 pages max.

## Personal Details

- name
- address
- DOB (date)
- marital status
- driving licence
- dependents (children)
- References on request

## Contact Details

- Personal email
- Business email (with caution)

## Hobbies

- Be careful with hobbies, again try to relate ones that relate to the role

Insert your personal, contact information, hobbies, etc, in these two boxes. Double-click on box borders to reformat.

This free CV Template is available from:

[www.sentient-recruitment.com/sentient-free-chronological-resume-sample-consultant-template](http://www.sentient-recruitment.com/sentient-free-chronological-resume-sample-consultant-template)

Further general help is at [www.Sentient-Recruitment.com](http://www.Sentient-Recruitment.com).

If using the template to produce your own CV you can remove this page.

The red 'notes' boxes can be removed by clicking on the box border and deleting.

Boxes can be reformatted by double-clicking on the box borders and then using the on-screen options. Box sizes can be changed by clicking and dragging the box borders.

Box borders around text can be removed to leave text only, which creates more space and a different design effect.