

Your Name - Curriculum Vitae or CV

Insert your name. Use whatever font you prefer – remember clean and simple is always best!
This section is about your personality - tailor statements that relate to the requirements of the job and the employer.

Personal Profile / Personal Attributes

- Use bullet point phrases – create 3 - 7 that describe your strengths and attributes
- Statements must reflect the personal qualities that the role / employer requires
- 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

Experience / Specialisms

This section is about showing the reader that you can do what the role requires.

- 5-7 powerfully worded statements which explain your experience and/or specialisms
- Choose experience that best fits your capabilities and the needs of the role
- Each statement to provide an example of a different capability
- For example, planning, communicating, problem-solving, analysing, etc.
- Examples and guidance for this section at www.sentient-recruitment.com/resume-power-words.htm

Achievements

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.

- Create 3-7 professional statements which describe your achievements
- Select the examples that best illustrate capabilities relevant to the needs of the new job
- 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

Career History

- mth/year-mth/year - job title/function/responsibilities - employer/city - industry
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Briefly list your past jobs, employers, industry, and dates (mth/yr). Most recent first. Try to keep the details in neat columns. Briefly state responsibilities if not self-explanatory from the job titles. If appropriate state at the end: 'References are available upon request'.

Personal Details

- name
- address
- phone numbers
- email
- DOB (date of birth)
- marital status
- driving licence
- dependents (children)

Education and qualifications

- school, college, dates, etc
- qualifications

Hobbies

- it is helpful to show hobbies that reflect qualities which relate to the job requirements

Insert your contact information, education, etc, in these two boxes. Double-click

This free CV Template is available from:

www.sentient-recruitment.com/sentient-free-functional-resume-sample-template

Further general help is at 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.