

## Your Name - Curriculum Vitae or Resume

- Address , Number, Road, Town, County / State, Country, Post code / Zip
- Contact details, Home Phone, Mobile Phone, Personal and Business email

## Education and Qualifications

- School, college, dates, etc
- Qualifications

## 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
- Examples and guidance at [www.sentient-recruitment.com/resume-power-words.htm](http://www.sentient-recruitment.com/resume-power-words.htm)

## Experience / Specialisms

- 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](http://www.sentient-recruitment.com/resume-power-words.htm)

## Achievements

- 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](http://www.sentient-recruitment.com/resume-power-words.htm)

## Career History

**month/year-month/year - job title/function/ - employer/city - industry**

Brief description of your responsibilities – Again using dynamic doing verbs describing objective in quantifiable language where possible; Skills / methodology used.

Quantify outcomes. If listed above in achievements don't simply repeat yourself – rewrite in a different way adding detail to the achievements summary.

**month/year-month/year - job title/function/ - employer/city - industry**

Continue to describe career history experience, using dynamic concise wording and quantifying achievements.

**month/year-month/year - job title/function/ - employer/city - industry**

A Combination CV / Resume can extend the career history as far as required up to 10 – 15 years. Prior experience can be summarized.

## Hobbies / Interests

\* Hobbies or Interests