

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

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

- 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

- 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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Education and Qualifications

- School, college, dates, etc
- Qualifications
- Accreditations

Hobbies / Interests

- Hobbies / Interests
- driving licence

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.