

## 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
- Accreditations

## 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

- 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...

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

## Hobbies / Interests

- Hobbies / Interests
- driving licence

This free CV Template is available from:

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