**Personal Statement (Personal Profile or Objective)**

This is your ‘elevator pitch’ where you can grab the reader’s attention and highlight your key strengths and characteristics. CVs and resumes are generally based on skills, competencies and qualifications but most people will agree that a person of good character is more valuable than someone with just experience. Here you can demonstrate your character and core competencies (you can read about competencies via this link: <http://www.therightquestions.org/the-10-critical-core-competencies-of-high-performers/>

**Experience (Career History)**

I prefer to list experience in reverse order, in other words, the most recent experience at the top. Most recruiters want to see what you are doing now or most recently to gauge your suitability for the post.

***Organisation, Your Job Title,*** *(Dates)*

* Headline of what you have achieved and how you did it
* Try to demonstrate experience that directly translates to the post you are applying for

***Organisation, Your Job Title,*** *(Dates)*

* Headline of what you have achieved and how you did it
* Generally is it best to include more content/bullets in more recent experience

**Education (Training and Qualifications)**

***College*** *(Dates)*

* Name of qualifications and levels achieved
* Optional: any other important achievements/prizes/responsibilities

***School*** *(Dates)*

* Name of qualifications and levels achieved
* Optional: any other important achievements/prizes/responsibilities

**Skills**

Optional; this could be covered in your personal statement, education and career history. If you include something here make sure you are highlighting the competencies that the employer is looking for.

* Type of skill - level of competency/evidence of skill
* Type of skill - level of competency/evidence of skill

**Interests**

Optional; only include interests and hobbies if they add to your CV. If they provide a hook to get the reader’s interest or provide evidence then include something. If it just says you like ‘movies and eating out’ it probably is not worth mentioning (unless you want to review films and restaurants of course!)

**Personal Details and Extra Information**

Optional: only use if you need to include information that can’t go in the other sections. Don’t bother saying ‘references are available on request’; this is self-evident and therefore a waste of space.