

The CV is set out in a structured way that is easy to read and enables the future employer to gain the information they need to understand if you would be suitable to move on to the interview stage.

This template suits an individual that has had 1 or more jobs.
An average employer takes **7 seconds** to read / scan a CV making a decision to progress to interview stage.

So, what are they looking for?

- ✓ Key words, certifications, qualifications, experience and skills match
 - ✓ Have you had relevant experience in a previous role?
- ✓ Any reason not to progress your application – typos, comical email address or a large gap in your work history that doesn't have an explanation

To give yourself the best chance for an interview, review the job advert you are applying for and pick out the **key words** they are asking for and ensure they are on your CV. (Only If you have that skill or certification)

i.e. - The job advert asks for minimum 2 years customer experience

In your **personal statement** I would suggest you put – I have 3 years (or whatever your experience) in customer service in a retail (or whatever industry) environment.

If the advert states must have experience in Excel or Outlook
Ensure in your skills section state whether you are

i.e., **Experienced, competent or advanced in Excel (or Outlook).**

Do not put IT literate.

Do not over exaggerate your level as this could become a problem.
Your CV should be no more than **2 pages**. Please do not reduce the font size to less than 11 to squeeze it on to 2 pages it will make it harder to read.

Just focus on your last 3 roles.

You also do not need to add references you can state – references available on request.

Don't forget your future employer takes an average **7 seconds** to read your CV. It is a simple document you do not need funky lines, colours etc as it causes issues when employers upload the CV.

I wish you all the best with your CV and job application, if you need any further support email me at **hr@gvw.io** Especially if you need training on competitive edge interview training to land the job.

This template has been produced by Click the button Ltd and not available for re sale.

NAME

Address (you can just add town and **postcode**)

Email address (not comical, 70% of CVs are rejected due to an unprofessional email address)

Mobile number (make sure it is up to date)

Personal Statement

This is one or two sentences that describes you as a person, your relevant experience and sets out your career aspiration.

Key Skills and Experience

- Match your skills to the job advert
- What is the job advert asking?
- Maximum of 6 ideally, as you will detail more experience and evidence below.

Certifications, Qualifications and Achievements

(Qualifications and certifications)

CIPD Level 3 Completed September 2017 Name College

CompTIA Network Plus Completed August 2018 Online

If you have a lot of certifications and qualifications, be careful it doesn't take over the page – what is the job advert asking for and what is relevant?

Job History

The Company

Business Development and Resources Lead May 2019 – present

I joined ... company to grow my skills in customer service, to improve my

....

Responsibilities

- Use your old job description (usually found on offer letter or contract)
- Developed (project, process, team member)
- Delivered Implemented (project, sales or service)
- Implemented. Helped implement (project, initiative or sales promotion)

Name of the company

Role

Dates worked there

Responsibilities

- Responsible for - work, project, staff
- Main duties included
- Completed training in customer services, sales, first aid,
-

Reason for leaving was to pursue my career in ...

Name of the company

Role

Dates worked there

Responsibilities

- Delivered
- Review your old job description for ideas of what you did.

(If you have space, you can add further roles in the following section if you believe relevant but just display in format below) no more than 2 pages.
DELETE this (and this blue text) if not needed.

Company	Role	Dates	Location
Education			
Dates	Qualifications		Place of Study
Dates	Qualifications		Place of Study
Example			
1994 - 1996	8 GCSES (A – C)		Made Up School

Hobbies and Interests

I enjoy travelling and watching a variety of sports.

A very proud parent of ...

Nothing too extreme.

References Available on Request

- Full Clean Driving Licence with the ability to travel (If you don't drive delete this sentence, or if you are learning to drive state when you believe you will pass your test)