

YOUR FULL NAME

Mobile:

Email:

LinkedIn: [INCLUDE YOUR URL HERE IF YOU HAVE ONE](#)

Address:

PERSONAL STATEMENT

Make this personal to you! No more than a paragraph explaining your history to date, what makes you stand out and what you're looking for moving forwards.

KEY SKILLS AND ACHIEVEMENTS

- Highlight the key skills your future employer and any key achievements is looking for and enter buzz words relevant for the role. Include sizzles where relevant. For example:
- Top Sales Person in business – increased revenue by £250,000 in 12 months
- Personable receptionist – greet up to 50 people a day and have 15 feedback emails highlighting how welcome I make people feel
- High attention to detail – I enter data on over 100 documents a day and have 98% accuracy rating (the company requirement is 90%)
- Strong picker and packer – pack up to 200 boxes of fragile equipment a day (each box has content that is worth up to £1000) and never have any returns
- Employee of the month for April and October last year
- Heavily involved in creating CSR events – raised £2,342 for our company's selected charity
- Proficient in Sage Line 50 and SAP

EMPLOYMENT HISTORY (MOST RECENT FIRST)

JOB TITLE

EMPLOYER

DATES FROM & TO

- First bullet point to explain what your current employer does and where your job function fits it
- When you list your key duties ensure you have the 'Sizzle' points (facts and figures) in there where applicable

Once you have completed all your bullet points, add a sentence on the end (no bullet point needed) of why you left (or are looking to leave) the role

PREVIOUS JOB TITLE

EMPLOYER

DATES FROM & TO

- Work backwards in your job history going as far back as you think is relevant.
- If you have several jobs, bullet point and talk about the ones suitable for the job or most recent. Anything other than this you can create a 'OTHER ROLES' heading and simply list them with the dates in a clear table.

EDUCATION

Include your professional and educational qualifications. If there is a key qualification your employer desires (such as CIPD) then also list this in key skills and achievements so it's easy to spot and at the top of the CV. It is nice to put this in a table

Qualification	Grade	Date

HOBBIES & INTERESTS

It's your chance to add something different to your CV – you could include voluntary work, courses you're signed up to, personal achievements, sports clubs... anything personal to you!

REFERENCES

Your point of contact at The Adecco Group can obtain references on your behalf so that it's one less thing for you and your future employer to worry about. You can either pop them on your CV, or we can collect references from you.