Name

Email address | Phone Number | Location | Permanent Resident

**Personal Profile**

This part of your CV is where you shine! Make sure you use keywords which are in the job description or which company website you are applying to uses frequently. Be bold and outline your passion for this area the company works in. You can outline why you want to be considered. Also, what you bring to the company. This about your USP - Unique Selling Point!

**Core Skills and Achievements**

* List these as bullet points if you like
* Make all of these as relevant to the job you are applying for as you can and use the same key words as the job description where you can.
* Eg Assisted in building and running an event (name the event)
* If you have worked on specific projects, you can describe them here

**Personal Skills and Attributes**

* Eg Able to work as part of a team or individually under pressure. Worked in a team in {shop name| hitting sales targets.
* Eg Ability to prioritize and plan effectively. Completed a plan as a Project Assistant at {company name}.
* REMEMBER you will need to demonstrate in interview times when you have done all of the above, so use real examples

**Education and Qualifications**

**Year of attendance and Name of Establishment**

Course name and grade

**Vocational Course for example BTEC or Online Courses with Completion Certificate**

Course name

**Work Experience**

**Date and Name of company - Position in Company**

Outline of daily duties. Try to make them as relevant to the role you are applying for and repeat key words.

**Key Achievements**

* List one or 2 key areas you were good at or projects you completed in your job.

**Software (for IT Students and Jobs, this goes at the top of your CV below Personal Profile)**

Word | Excel | SAP | Outlook

**Languages**

**English | Mandarin**

**Interests**

Make it relevant to the role you are applying for or show you can work as a team | Are driven to succeed | Have a passion for what you do!

YOUR CV SHOULD BE ONE PAGE ONLY!!!