

CURRICULUM VITAE - CV

Principles:

1. Give a brief description of your most important personal qualities relevant to the post you are applying for.
2. Key skills relevant to the job are often listed before employment history. Useful phrases include:
Experienced in....with a good knowledge of...fluent/near native command of..... adequate spoken/written Englishfully computer – literate.....self starter /someone who can take responsibility, and work without supervision/
3. Experience /employment history- start the list with your most recent job and finish with the earliest one. If you have had many jobs, include only your relevant work experience. You should also include relevant training courses, voluntary work etc.
4. Qualifications /educational qualifications/. Start with your most recent qualifications and finish with your secondary education. It is not necessary to include details of your primary education.
5. references /the people that the employer can contact to get information about you/ can be listed either at the end of the CV or included in a separate letter.

EXAMPLE:

Personal details

Name Robert Brown
Address 4 Ash Grove Road, Anytown, OT2 7IR
Tel: 0666 364 582
Email: robertb@mktg.ssu.co.uk
Nationality British
Date of birth 12/10/76
Marital status Single

1 Personal profile I am reliable, well organized, and used to working on my own initiative. I am able to prioritize my workload. I am comfortable working on my own or as part of a team.

2 Key skills

Familiar with Microsoft Word and Excel
Good problem-solver
Confident communicator
Self-motivated
Able to cope under pressure
Fluent in German
Clean driving licence

3 Work experience

2000 - Present Marketing Assistant, Success Solutions Unlimited, Manchester

Duties include planning and implementing all advertising and promotion, responding to enquiries, monitoring student performance

1998 - 2000 Teacher of English, Churchill School of English, Munich, Germany

August 1996 One month placement in the sales department of Newton Publishing, London

4 Education

Dec 1997 Certificate in Teaching English as a Foreign Language (Distinction)

1994-1997 London University: BA in English Literature and Language (2.2)

1987-1994 Minster College Secondary School, Wells

3 A levels: English (A), German (B), Art (C)

Interests

Football, sailing, reading, landscape painting

5.References
Available on request