

Starter Sentences & Phrases

Examples on how to start your CV

Contact Details:

- Full Name
- Address | Contact Number | Email

Profile/Personal Statement:

- This should be written in 3rd person e.g. *“Highly experienced Project Manager with a track record of delivering projects successfully, on time and within a budget...”*
- Think about the following points: What service are you selling? Does it demonstrate who you are? What is your position within the market? Why are you the right person for the job?

Key Skills/Personal Strengths:

- You can list your skills in order of importance. Think about skills that make you stand out e.g.:
- *Fluent in speaking (another language) / excellent written and verbal communication skills*
- *Excellent computing skills/advanced user of I.T*
- *Very good attention to detail*
- *Excellent team player with the ability to work individually*
- *Able to follow instructions with the ability to use own initiative*
- You do not have to list skills such as honest and reliable - employers expect this from everyone

Work Experience/Employment History:

- Name of Employer | Location
- Dates: 00/0000 - 00/0000
- Position: e.g. *Classroom Assistant*
- (Brief Description of the job role) In this role I... (What did you do?). The experience I gained was... (*Invaluable* - describe the experience). I developed/enhanced my (State new skills you learnt or skills that have improved)... What I liked about this role...

Education/Qualifications:

- Name of University/College
- Dates: 00/0000 - 00/0000
- Subjects studied/Level/Grade e.g. *BA HONS in Youth Studies (2:1)*
- E.g. *A Level: Sociology (C) Law (B) History (C)*

- Name of Training Provider
- Dates: 00/0000 - 00/0000
- Course Studied/Level/Grade

- Name of Secondary School
- Dates: 00/0000 -00/0000
- *E.g. GCSE's: Mathematics (A) English (B) Drama (A) I.T (D) P.E (C) Music (D)*

Hobbies/Interest:

- I do the following activity... (Cooking, sports, hiking, teaching). I enjoy this because... (What do you like about this activity/hobby?). It has taught me the following... (What have you learnt/gained from this?).
- You do not have to say you like spending time with your friends and family - everyone likes doing that
- Put something interesting down here i.e. took part in the Duke of Edinburgh Award, did a sponsored run, put on an event...

References:

- **References available upon request**
- The above sentence lets the employer know that your references are available should they need them.