

# Self Employed CV Template

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## NAME

Contact details including: address,  
telephone number; email; LinkedIn

## Profile

Three or four short sentences to promote your skills, strengths and personal attributes that would make you a suitable candidate for the role.

## Key Clients

List companies or organisations you have worked for, with the most relevant listed first.

### **Name of company**

Work/projects undertaken

Dates

### **Name of company**

Work/projects undertaken

Dates

## Key Skills and Achievements

### COACHING AND TRAINING

List as bullet points your key achievements, highlighting your skills and strength. Start each one with a positive action word, written in the past tense e.g.:

- Designed/ delivered.....
- Trained/Coached.....

Describe 3 or 4 key achievements for different clients to show the range of your work and/or expertise.

### CONSULTANCY

- Devised .....
- Developed.....
- Advised.....

### ORGANISATIONAL DEVELOPMENT

- Facilitated.....
- Monitored.....

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## Career History/Employment History

Employment **prior** to being self-employed/sole trader/Limited Company. Describe up to your last 10 years.

**Job Role**

**Dates of Employment**

*Name of company*

**Job Role**

**Dates of Employment**

*Name of company*

**Job Role**

**Dates of Employment**

*Name of company*

## Professional Development/Qualifications/Training

List courses, qualifications, accreditation relevant to the job for which you are applying. Include memberships of relevant organisations.

## Voluntary appointments and pro bono work

List any roles/work you have undertaken which will help showcase your skills. Include: School Governor, Trustee, charity involvement

## Education

Always include on an application form as requested. Start with the latest qualification [no need to include A Level and GCSE or equivalent unless specifically requested or you have left education within the last three year].

## Personal Interests

Briefly list no more than three.