

# Skill based 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 Skills and Achievements**

*List achievements in work and voluntary roles under 2 or 3 main skills headings e.g.:*

### **ORGANISATION & PLANNING**

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

- *Delivered.....*
- *Implemented.....*

*Describe 3 or 4 key achievements.*

### **LEADERSHIP**

- *Managed.....*
- *Developed.....*
- *Lead.....*

### **CUSTOMER/STAKEHOLDER RELATIONSHIPS**

- *Engaged.....*
- *Monitored.....*
- *Built.....*

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## Career History/Employment History

*Describe up to your last 10 years.*

**Job Role**

*Name of company*

**Dates of Employment**

**Job Role**

*Name of company*

**Dates of Employment**

**Job Role**

*Name of company*

**Dates of Employment**

## Additional Relevant Work Experience/Skills

*Briefly describe other relevant roles or skills as you feel appropriate.*

## Professional Development/Qualifications/Training

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

## 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.*