



EMREC
EXCELLENCE TOGETHER

CV TEMPLATE

PERSONAL DETAILS

- Name
 - Phone number(s)
 - Email/Postal address
-

CAREER OBJECTIVE

Depending on your age and experience, this may differ in length, it is a chance to summarise your personality, skills, experience and what area/position you aim to work in. A sentence or two should suffice.

SKILLS SUMMARY/MATRIX/STRENGTHS

This is a great opportunity to list your technical skills/strengths in certain areas. A table can help and a rating of capability/experience is sometimes useful. This is only relevant if you are applying for technical roles.

EMPLOYMENT SUMMARY/CAREER HIGHLIGHTS

Before going into detail with your Employment History you might like to write a few sentences/paragraph that gives a snapshot of your career. Keep this section brief.

If you are a senior member of the workforce you may want to include an Employment Summary or perhaps come Career Highlights, before going into detail with your Employment History.

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Some people include a few sub-headings on their capability/experience. For example: Management, Account Management or Sector experience could all be categories you write a few sentences against. This section shouldn't be too long.

EMPLOYMENT HISTORY

This is where the bulk of your CV will be written. Always begin with your most recent employment. There is no need to include the companies address unless you were working abroad, and in this case only mention the city. Here is a sample of what an Employment History could look like:

Position

Company

Dates of employment

Sometimes it is good to put a small statement about your company if it is relatively unknown or overseas based. This is not necessary for large well known organisations.

Summary sentence on your role

This might include some information on the size of the organisation and how your role fits. You might like to provide context for how you came into this role and then give an overview for what the role entails. After this prose section, you might like to dot point some key points divided into the subheadings below:

Responsibilities

-

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Achievements

-

Projects

-

There are two types of “readers” of CVs – those who skim read and look at key dot-points to figure out if you are worth interviewing, and those who want a bit more detail and really need you to describe your role in detail. Breaking your experience up with dot points, prose, subheadings etc is a good way of appealing to both.

The important thing to remember in this section is that this is often the ONLY section someone will read in your CV. Hiring managers want to see what you’re doing and if you’ve got the experience they require for their role. If your x experience is hidden in a summary of your career or a summary of your skills at the beginning of your CV, how do they know you are actually doing that in your current role?

QUALIFICATIONS, EDUCATION AND TRAINING

High School

Include your highest qualification and educational achievements, but keep it simple or delete entirely if you think it will not add any value

Tertiary Education

Include your qualifications, diplomas, degrees etc

Courses/Qualifications

Include any credentials that you have acquired either in your own time or via employment with a company



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HOBBIES/INTERESTS

Let us know what you like to get up to in your spare time!

REFERENCES

This is optional if you like feel free to list two. If not simply state "References supplied on request"
