

Forename Surname

Personal Details

Address: *Main address*
Home Tel: *Preferred telephone number(s)*
Email: *Usually a personal email address*

Introduction

This is the "I am" statement. This could be *"I am a successful xxxxx with 15 years experience in the Media industry. I have won several awards and promotions for work delivered ... You should try to avoid the "I am a highly flexible, dynamic individual with a passion for being challenged ... I work equally well alone or as part of a team ..."* sort of statements.

Career History

This section should be given in reverse date order ... so most recent first.

Month / Year to Present

Team Leader, MadMedia Limited

Explain your market focus, function and geographical reach. Try to use a single paragraph to give a snapshot of your role plus any staff and budgetary responsibility etc.

- Key role responsibilities.
- Key successes in measurable terms. There may be several of these so highlight each with a separate bullet point.
- Any P&L or budgetary responsibility.
- Any merits, awards or achievements.
- Any personal development items.

As you apply these sections to your CV, consider their relative balance. If your most recent role lasted 3 years and it is described over 8 lines then you should try to avoid describing your previous role of 2 years using 25 lines. Employers generally wish to identify how successful you have been most recently.

Month / Year to Month / Year

Operational Individual, ANOMedia plc.

Explain your market focus, function and geographical reach. Try to use a single paragraph to give a snapshot of your role plus any staff responsibilities, budgetary responsibility etc.

- Key role responsibilities.
- Key successes in measurable terms. There may be several of these so highlight each with a separate bullet point.
- Any P&L or budgetary responsibility.
- Any merits, awards or achievements.
- Any personal development items.

Qualifications

This section will list any vocational qualifications such as Prince 2 for Project Management or ACCA for accounting. For example

- 2007: MBA

Education

Give a brief description of your educational results in reverse date order.

- 2005: BSc Hons (2:2) Media Studies, Canterbury University.
- 2002: A Levels: Art, English Literature
- 2000: GCSE: English Language, Art, ...

Interests

Interests can be a talking point so be genuine about these. Try not to note mundane or out of context interests. *"Playing SchizoCrazia II (the TurboBlast edition)"* and *"Shopping"* aren't really the character defining attributes that your employer might be looking for.

References

Note on references:

You should avoid presenting contact details for references in advance of any explicate request by either an employer or an agent. Any request will most likely be given towards time of offer by an employer.

If you do present full contact details and place your CV on a job board then numerous agents may contact one of your most valuable assets without permission. This can be inconvenient for your referee.