

CV Template 2: Functional/skills-based

A functional or skills-based CV makes your skills stand out more.

Name [Write your full name.]

Address [Write your full address including postcode.]

Phone [Include both a home phone number and mobile number if you can.]

Email [Check you spell this correctly.]

Personal profile

[A few sentences about your skills, achievements, personal strengths and career goal. Link these to the job you're applying for. The advertisement may list what the employer is looking for.]

Skills and personal qualities

[Describe the skills you most want the employer to notice. Give evidence for each one, e.g. your experience, how you used each skill, and what you achieved.]

Education and qualifications

[In reverse order (that means most recent first), list each school or college, the dates you were there, the courses or qualifications you took and your grades, and any other awards or achievements.]

Employment and work experience

[If you are already in a job put this section first, above 'education and qualifications. In reverse order, list each employer and their location, your job title, what you achieved and what your main responsibilities were. Don't go into too much detail.

If you don't yet have a job, find other things you have done that provide work experience such as voluntary work, planning an event at a school, running a snack shop at a youth club, Young Enterprise projects, etc.]

Other skills and achievements

[List any other skills or achievements here. Make them relevant to the job you're applying for. Don't repeat things you put in your personal statement.]

Referees

[Either write 'Available on request', or include the names, addresses and contact details here of two people who can back up what you have said. Make sure you get their permission to be listed as referees first.]