

Name

Job Title

Address: Insert your full postal address
Telephone: Include your mobile number here
Email: include your email address; it should be a professional one

Professional Profile

This is the section which is going to grab the attention of the reader, so should be written succinctly, displaying your experience and transferable skills. Even though you have had a career break, you don't need to bring any attention to that at this stage; just focus on what skills and expertise you have gained throughout your earlier experience.

Objective

It is very important to put in this section what it is you are now looking to do after your career break. For example: *"Following a return to the job market, I am now looking to secure a challenging and rewarding new role where I can put previous experience gained within customer services to best use"*

Career Summary

Career Break – Here you need to put the reason for your career break, i.e. Raising family (if on maternity leave) / travelling / caring for a relative **Dates to and from**

There is no reason that a career break should have a detriment effect on your CV and your chances of securing a new role.

Job Title **Dates to and from**
Company

If you have been on a career break, there are a couple of ways you can set your CV out. You can either have a Career Summary or change the title of the section to 'Relevant Experience' – this would really depend on the length of your career break and what your objective is. If you have a long career break, then this title would detract the readers' attention from that.

Whichever section name you decide to go for, you must detail any achievements, duties and responsibilities that you had for each company you have worked for, keeping going with the full detail for each role you have had over the last 10 years and any older roles should be listed as:

Earlier Experience:

Dates to and from – JOB TITLE, company name

Always include a full career history, no matter how long, only going to into more detail for the more recent roles

Qualifications / Professional Development

In this section list all qualifications gained during your education, from high school upwards and any other courses, workshops attended etc

Other Details

IT proficiency: Detail any applications you are comfortable using i.e. Word, Excel, PowerPoint etc
Languages: Advise the reader on any languages you may speak and to what level – it doesn't matter if you don't have any unless the job you are applying for specifically requires them
Interests: List your hobbies here

References available on request

References tend to be available on request – make sure you have a couple of previous employers you can ask. You mustn't include your date of birth on your professional CV; this is because the document can be used to commit identify theft / fraud if it is on there. As such, employers don't expect to see it so will request it if they absolutely need it.

Downloaded from <http://www.totaljobs.com/>

Need a professional CV that makes you stand out from the crowd or your CV reviewing?
Then contact CV Knowhow at www.cvknowhow.com