

Name

Address: Full Postal Address

Telephone: Include the telephone number you use the most or both mobile and landline

Email: full email address – make sure it's a sensible one

Professional profile

You don't want to draw attention to the fact that you are currently unemployed or have been unemployed in the past – the professional profile is the perfect place to showcase the transferable skills you have gained throughout other roles that you have had and try to sell yourself to the hiring manager.

Objective

By filling in this section, you are showing the reader exactly what you are looking for. You can have a generic one, such as *"looking to secure a challenging new role where skills, knowledge and previous experience can be applied"* or a specific one; *"looking for a rewarding new position within retail management, where skills, knowledge and expertise gained throughout experience to date can be applied and further professional development achieved."* If you have been unemployed, you should start the objective with, *"following a return to the job market"* or, if you have been made redundant, *"following redundancy"*.

Career summary

Dates to and from

JOB TITLE
Company Name

If you have been made redundant, ideally you should include past experiences within the career summary straightaway, detailing any achievements, duties and responsibilities that you had. Keep 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
OR

If you have been unemployed for a while, it is always a good idea to focus on what it is that you want to do and then include your details of your past experience under the heading *'Relevant Experience'* rather than career summary. This then doesn't immediately draw the readers' eye to the gaps in the CV.

Dates to and from

JOB TITLE
Company Name

If you are not currently employed but if there is a gap in your CV where you have experienced say two years of unemployment, then you need to try and turn this into a positive as it definitely needs to be included. If you used the time to undertake any courses to further yourself professionally, then include this or, if you were proactively looking for another role, you could also put this in.

Education

Qualification Name	In this section list all qualifications gained during your education, from high school upwards	Dates
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Professional Development

As you have enjoyed employment in the past, then the chances are you have undertaken courses relating to those roles. These should be included in a separate section as this shows your willingness to commit to time outside of work

Personal details

Key I.T. Skills: MS Office, email and internet applications
Other: Driver; full clean licence
Interests: Rock climbing, food festivals, gym, boxing

References are available on request

References tend to be available on request – make sure you have a couple of previous employers you can ask.

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