

Unless you're a model, don't include a photo

No need to write 'Curriculum Vitae', it is obvious what it is

## JOE BLOGGS

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Do not include your date of birth, marital status or whether you have any children – employers cannot demand this information under age and sex discrimination laws

Leave off a generic personal statement about the kind of person you are and the kind of career you seek. This information should be specific for each job application and is therefore better placed in your covering letter

### EDUCATION

1900 – Super Good University  
BA Hons Interesting Degree  
2:1

1897 – Mega Amazing School  
3 A Levels – English (A), Maths (A), History (A)  
10 GCSEs including English (A\*), Maths (A\*)

You do not need long lists of topics you studied as part of your degree. Keep it simple

### CAREER HISTORY

1920 – Present – Super Duper Agency  
Account Director

- Investor relations
- Corporate counsel

1905 – 1920 – Extra Good Company  
Press Officer

- Managed teams
- P&L responsibility
- Increased revenue by 400%

1900 – 1905 – Top Quality Agency  
Account Executive

- Tea making
- Photocopying

Don't include a list of generic characteristics – e.g. punctual, hard working, team player. All good employees should be those things! It is better to identify specific skills you have developed in a role e.g. new business pitching, team management etc

### ADDITIONAL INFORMATION

- Author of "Very Good Book"
- Member of X YZ Society
- Fluent in French, Japanese and Spanish
- Driving License
- IT Literate including use of A B C software
- Captain of London Madeup Rugby team
- Played Hockey to county level
- Have run 14 marathons
- Raised £1.2million for charities including H I J

Don't list generic hobbies. *Everyone* likes cooking, listening to music and going to the cinema. Only list hobbies that demonstrate skills (e.g. playing in a Sunday football team demonstrates teamwork) or show that you're an interesting person (e.g. a genuine passion for Japanese films)

Don't add a list of your referees. Employers don't need to be told references are available – they know they are – and they only need that information if they offer you the job.