

1 – no photo necessary.
2&3 – don't put your phone number or address if you are applying for a job you need to relocate for
4 – no silly email address

Mr C.V. Sample
myjobcv@.....com

PROFILE

- Award winning PR Manager
- Fully ACCA Qualified Accountant
- CIPD Level 7
- Mother tongue Spanish, fluent Japanese and English
- UK Indefinite Leave to Remain
- Proficient in MS Office, C++, SQL

5 – passport/visa – to show you can work. If your visa has a short time limit (T4 or T5) don't put it.

6 – only relevant, valuable information

16 – bullet points NOT paragraphs

EXPERIENCE

July 2015 – present

2017 - present
PR Manager

10 – not ALL your jobs – BUT if you have little work experience, show what you learned from your part-time/temp jobs.

12 – Experience above Education if it is more recent and relevant

13 – Most recent dates first

Company ABCD, UK

- Design and implement PR strategy.
- Work closely with senior stakeholders to discuss PR capabilities.
- Work with and manage PR agencies.
- Establish and maintain relationships with key businesses and bodies to ensure news is communicated.
- Take full responsibility for all press releases, ensuring they are of maximum quality.
- Recruiting, leading and motivating the team.

2015 - 2017

PR Assistant

- Preparing daily market updates for management team.
- Providing research to Sales and Marketing departments.
- Liaising with and presenting to clients to win business

Achievements:

Employee of the Year in 2018 and 2019

11 - Gaps explained

January – July 2015 – Travelled through Asia, studied ACCA, cared for my parents

2010 – January 2015

Left due to office relocation

11 - Reason for Leaving

Company EFGH, UK

2013 - 2015

Admin Manager

- Provided support to members of the board
- Managed the CEO's diary
- Handled expenses
- Organised events
- Trained other members of staff

2011 – 2013

Admin Assistant

- Booked meetings and travel
- Handled and forwarded incoming calls and emails

2010

Intern

EDUCATION

Professional Qualifications:

Fully ACCA Qualified Accountant
CIPD Level 7

9 – **Education below Experience – BUT**, if you are a school leaver/new graduate with little work experience, put your **Education above Experience**
7 – Only the **most recent and relevant**
8 – only put your **good grades**

2010

University of Kent

MSc Physics – Distinction

2006-2009

University of Kent

BA French – 1st class

2006

School of Life

A Levels

English – A,

Maths – A,

History – B

HOBBIES AND INTERESTS

Grade 8 in piano – taking part in recitals.

Football – I am captain of my local team

Dancing – Swing and Northern Soul.

14 – Don't only put 'Watching TV'.
15 – no need to mention **references**
17 – **2 pages maximum**

The numbers 1-17 refer to our CV writing article [https://www.people-first.co.uk/news-article?title=17+things+\(plus+one+extra\)+to+NOT+Put+in+Your+CV+\(and+why\)&id=119](https://www.people-first.co.uk/news-article?title=17+things+(plus+one+extra)+to+NOT+Put+in+Your+CV+(and+why)&id=119)