

Key Achievements:

- Successfully completed...
- Was awarded.... in recognition of

Key Skills

(This is your chance to really show that you have what it takes to do the job you're applying for! Try to only list skills relevant to the position – refer back to the job description. Don't just describe the skills you have, actually mention when you have used them or when they were required. It is fine to use more personal examples but only when they are strictly relevant.)

Type of skill

- Evidence you have this skill

Another skill

- Further evidence

Professional Training and Personal Development

(Highlight any other courses or training you have completed through either work or studies, or by choice.)

September 2015 **Title of Course** Where course was taken/awarding body

Member of ABC (type of membership) since August 2016

Interests & Activities

(Give some examples of your hobbies and interests - try to expand on them rather than just listing things. Don't put things like socialising, partying, or shopping down as these can give a negative impression. Instead give examples which may be relevant to the job or show you have a particular nature, or show you aren't boring and are a well-rounded person. This allows the employer to imagine better how you might fit into the team, and may provide a talking point for your interview.)

- *[social activities]*
- *[any particular interests]*
- *[any voluntary/personal development activities]*
- *[any fitness/wellbeing activities]*

References

Best not to give the game away yet as this is personal information. Instead, just state:
References available upon request

*For further details, you can also visit the Graduate Advantage blog where we give some useful hints and tips on how to craft a killer CV! (<http://www.graduateadvantage.co.uk/blog/2011/02/first-impressions-count-%E2%80%93-the-importance-of-a-killer-cv/>)