



CV TEMPLATE



CooperLomaz

[Your Full Name]

[Professional Title, e.g., Marketing Manager]

Contact Information: [Remove this title]

[Your Address]

Phone: [Your Phone Number]

Email: [Professional Email Address]

LinkedIn: [Your LinkedIn Profile URL]

Portfolio/Website: [Optional, if relevant]

Personal Statement

A motivated [Your Profession] with [X] years of experience in [Your Industry]. Proven track record of [key achievements, e.g., increasing sales by X%, leading a successful project, etc.]. Skilled in [key skills] and known for [soft skills like leadership, problem-solving, etc.]. Seeking to contribute my expertise in [specific area] to [Company Name] as [Job Title].

Key Skills

Hard Skills:

- [Skill 1] – Proficient in [Specific Software or Technique]
- [Skill 2] – Experience with [Another Relevant Tool or Method]
- [Skill 3] – [Any other technical skills]

Soft Skills:

- Leadership – Led teams of up to [number] members
 - Communication – Strong written and verbal communication
 - Problem-solving – Adept at identifying and solving issues
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Professional Experience

[Most Recent Job Title] - [Company Name], [Location]

[Month/Year] – Present

- Led a team of [number] in executing [specific project], resulting in [quantifiable result].
- Implemented [specific strategy or programme], leading to [specific outcome].
- Managed a budget of £[amount], consistently delivering projects on time and under budget.

[Previous Job Title] - [Company Name], [Location]

[Month/Year] – [Month/Year]

- Coordinated [specific task or project], achieving [specific result].
- Launched [product/service], resulting in [specific outcome].

- Mentored junior staff, increasing productivity by [quantifiable result].

[Other Previous Job Titles] - [Company Name], [Location]

[Month/Year] – Present

- Focus on key achievements rather than listing every task.
 - Highlight skills or experiences that are relevant to the job you are applying for.
 - Keep descriptions brief, ideally one line per job, unless it directly supports the job you are seeking.
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Education

[Degree Title, e.g., Bachelor of Science in Marketing]

[University Name], [Location] | [Month/Year] – [Month/Year]

- Relevant Coursework: [Relevant courses].
- Achievements: [Honours, awards, etc.].

A-levels

[School Name], [Location] | [Year Completed]

- Subjects: [e.g., Mathematics (A), English Literature (B), Physics (B)]

GCSEs

[School Name], [Location] | [Year Completed]

- 10 GCSEs including Mathematics (A), English Language (B), and Science (A)
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Certifications

- [Certification Name], [Issuing Organisation], [Year Obtained]
 - [Certification Name], [Issuing Organisation], [Year Obtained]
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Additional Information

Languages: [List any languages spoken fluently]

Hobbies: [Optional, include only if relevant]

References

Available upon request.

CV Tips Information Page

This guide is designed to help you effectively fill in the provided CV template and offers essential tips on formatting your CV for maximum impact. By following these guidelines, you can create a CV that stands out to UK employers and boosts your chances of securing interviews.

How to Fill in the CV Template

1. Personal Information

- **Address, Phone, and Email:** Ensure your email address is professional (e.g., `firstname.lastname@email.com`). Include your phone number and LinkedIn profile. Adding a portfolio link is optional but recommended for creative roles.
- **Formatting Tip:** Do not label the contact information section; instead, list your address, phone number, email, and LinkedIn profile directly under your name.

2. Personal Statement

- **Keep it concise:** Your personal statement should be no more than 4-5 sentences.
- **Tailor it:** Customise your personal statement for each job application. Focus on your most relevant skills and experience, and how they align with the role.
- **Show your value:** Mention specific achievements or experiences that demonstrate your suitability for the role.

3. Key Skills

- **Hard Skills:**
 - List technical skills relevant to the job, specifying your proficiency level.
- **Soft Skills:**
 - Highlight essential soft skills like leadership, communication, and problem-solving.

4. Professional Experience

- **Structure:** List your work experience in reverse chronological order, starting with your most recent job.
- **Detailing Roles:**
 - For each position, mention your job title, company name, location, and the period of employment.
 - Use bullet points to summarise key responsibilities and achievements, focusing on quantifiable results (e.g., "Led a team of 10 in executing a project that increased revenue by 20%").
- **Other Previous Job Titles:**
 - If you have additional relevant roles, include them under "Other Previous Job Titles."
 - Keep descriptions brief and focus on key achievements, ideally limiting each role to one line unless it is directly relevant to the job you are applying for.

5. Education

- **Degree and Qualifications:**
 - List your highest degree first, followed by any relevant certifications.
 - Include A-levels and GCSEs with a brief summary (e.g., "10 GCSEs including Mathematics (A), English Language (B), and Science (A)").

- **Formatting Tip:** Combine your education details into a compact format to save space while ensuring clarity.

6. Certifications

- **List certifications** in reverse chronological order, focusing on those most relevant to the job you are applying for.

7. Additional Information

- **Languages:**
 - List any languages spoken fluently, as this can be a significant asset in many roles.
- **Hobbies:**
 - Include hobbies only if they are relevant to the job or provide insight into your character (e.g., leadership roles in sports, public speaking, etc.).

8. References

- **Available upon request:** This is the standard practice in the UK. Ensure your referees are prepared to provide a reference if contacted.
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CV Formatting Tips

Do's

- **Keep it concise:** Your CV should ideally be between 2-3 pages long. This length is sufficient for most professionals to cover their experience and skills without overwhelming the reader.
- **Use a clean, professional layout:** Choose a simple, easy-to-read font like Arial or Times New Roman, and use consistent formatting throughout.
- **Bullet points:** Use bullet points for clarity and to break up blocks of text.
- **Customise for each job:** Tailor your CV to the job description, using relevant keywords and focusing on the most relevant experience.
- **Proofread:** Double-check for spelling, grammar, and formatting errors. Consider using a spell-check tool or asking someone else to review your CV.
- **Save as PDF:** Unless otherwise specified, save your CV as a PDF to preserve formatting when submitting electronically.

Don'ts

- **Avoid unnecessary details:** Do not include personal details like age, marital status, or a photo unless required by the job.
 - **Don't use graphics or complex formatting:** These can confuse ATS systems and make your CV harder to read.
 - **Avoid jargon:** Use clear, simple language that anyone can understand.
 - **Don't exaggerate:** Be honest about your experience and skills. Misrepresenting yourself can lead to issues later in the hiring process.
 - **Don't include unrelated work experience:** Focus on experience that is relevant to the job you're applying for. Irrelevant roles should be minimised or omitted if they do not add value.
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Common Mistakes to Avoid

- **Overloading your CV:** Too much information can overwhelm the reader. Be selective and only include the most relevant details.
- **Ignoring keywords:** Not using keywords from the job description can cause your CV to be overlooked by ATS systems.
- **Inconsistent formatting:** Inconsistent use of fonts, sizes, or headings can make your CV look unprofessional.
- **Neglecting white space:** Proper use of line spacing (ideally 1.0 to 1.15) and margins (no less than 0.5 inches) ensures your CV is easy to read and professionally presented.

By following this guide and carefully filling in the template, you'll create a CV that is both professional and tailored to the UK job market, enhancing your chances of getting noticed by employers.

Good luck with your job search!

