
CV TEMPLATE

Rubyred CV template

Personal Details:

Name: Rubyred Recruitment

Address: Rubyred House

10 Rubyred Street

Rubyred Town

Rubyred City

RRI RUB1

Tel: 0000 000000

Email: xyz@abc.co.uk

Driving Licence: Full, Clean

Personal Profile:

Here you need to write 5 sentences explaining why your skills match the position you are applying for. This is your opportunity to sell yourself and what you can bring to the job. Be positive, stick to the point and keep sentences short.

Education:

University Name of Institution June 2004 – June 2007 Qualification, Subject and Grade achieved

College/Sixth form Name of Institution June 2002 – June 2004 Qualification, Subject and Grade achieved

School Name of Institution June 2000 – June 2002 Qualification, Subject and Grade achieved

Work Experience:

XYZ Agency June 2011 – June 2012

Job title: Account Manager

Outline of Responsibilities:

- Specific tasks which were undertaken as part of the role
- Did you manage members of staff?

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- Give details Key achievements
 - Examples which show your personal initiative, self starter aptitude etc
 - Day to day duties as part of the role
 - Successful projects you directed and their impact on the business
 - Initiatives/processes you implemented

ABC Agency June 2008 – June 2011

Job Title: Senior Account Executive

Outline of Responsibilities:

- Specific tasks which were undertaken as part of the role
- Did you manage members of staff?
- Give details Key achievements
- Example which show your personal initiative, self starter aptitude etc
- Day to day duties as part of the role
- Successful projects you directed and their impact on the business
- Initiatives/processes you implemented
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HIJ Agency July 2007 – June 2008

Job Title: Account Executive

Outline of Responsibilities:

- Specific tasks which were undertaken as part of the role
- Did you manage members of staff?
- Give details Key achievements
- Example which show your personal initiative, self starter aptitude etc
- Day to day duties as part of the role
- Successful projects you directed and their impact on the business
- Initiatives/processes you implemented
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Hobbies and Interests: Keep it short and to the point, but give enough information to list achievements.

References: Available on request