

# Neil Beverley

## **Personal Details**

Address: 999 London Road, Bishop's Stortford, Herts, CM23 9XX  
Phone numbers: 01279 456789 (home), 07900 456789 (mobile)  
Email: someone@gmail.com  
DOB (date of birth): 31/12/1990  
Driving licence: Yes – Full clean licence  
References: Available on request

## **Personal Profile/Personal Attributes**

- Create 5-7 descriptive bullet-point phrases that describe your strengths and attributes.
- These statements should also reflect the personal qualities that the employer seeks.
- Keep the statements simple and clear.
- Use a consistent format and readable typeface; use professional, concise, intelligent language.
- Use good, appropriate punctuation; semi-colons are effective for joining word-strings.
- Ensure you can provide an example (at interview) for every statement you make on your CV.
- Another attribute here.

## **Experience/Specialisms/Strengths**

- Create 5-7 professional statements which explain your experience/specialisms/strengths.
- Think about what the employer is seeking and try to match these requirements.
- Your statements here should be examples/evidence of how you fit the needs of the job.
- Statements can describe experience, skills, strengths, knowledge, style, attitude, etc.
- More experience here.

## **Achievements**

- Create 3-7 professional statements which describe your achievements.
- Show achievements that best illustrate your capabilities relevant to the needs of the new job.
- Show achievements which demonstrate that you could 'make a difference' relevantly in the job.
- Achievements need not be work-related, especially for young people with little work history.
- Importantly, give scale, facts, figures to your achievements - be concise and specific.
- Another achievement here.

## **Career History**

- mth/year-mth/year - job title/function/responsibilities - employer/city - industry/sector
- mth/year-mth/year - job title/function/responsibilities - employer/city - industry/sector
- mth/year-mth/year - job title/function/responsibilities - employer/city - industry/sector

## **Education and qualifications**

- School, college, dates, etc
- Results:

### **AS/A2**

Maths	A
English	B
Physics	C

### **GCSEs**

Maths	A*
English	A*
Physics	B
Subject	A
Subject	B
Subject	B
Subject	B
Subject	C
Subject	C
Subject	C

## **Hobbies / Interests**

- Show hobbies/interests indicating personal qualities that are relevant to the job requirements.