

Neil Beverley - Curriculum Vitae

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; one line for each statement. 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

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Education and qualifications

School, college, dates, etc

AS/A2: Maths A, English B, Physics C

GCSEs: Maths A, English B, Physics C, Subject X, Subject X, Subject X, Subject X, Subject X, Subject X, Subject X, Subject X, Subject X, Subject X

Hobbies / Interests

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