

**QUICK CV**

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| **Candidate Name:** |  | | **Mr/Mrs/Miss/Ms** | |
| **Email:** |  | | | | |
| **Telephone Number:** |  | | | | |
| **Address:** |  | | | | |
| **Current Role, Position & Company:** |  | | | | |
| **Length of Service:** |  | | | | |
| **Preferred Geographical Region:** | NE / NW / Yorkshire & Humberside / SE / SW / East Midlands /  National | | | | |
| Career Summary or Professional Profile –  Insert paragraph outlining your career summary or professional profile. Emphasise the experience, skills and achievements that are most relevant to the job you want, and what you have to offer. Be sure to use dynamic, active language. |  | | | | |
| Key Competencies –  Insert description of key knowledge and skills (Insert as bullet points) |  | | | | |
| Key Achievements –  Insert example of key achievements – context, action and measurable, specific result (Insert as bullet points) |  | | | | |
| Employment Summary | Company | Role | | Dates | |
|  | Company | Role | | Dates | |
|  | Company | Role | | Dates | |
| **Qualifications –**  Degree, University, Year, A Levels, GCSE’s, HNC’s, NVQ’s etc. |  | | | | |