

Please see below a basic proforma CV.  
This is Alexander Faraday Recruitment offers CV writing services, starting from £150 plus VAT

## Name

Address | phone number | LinkedIn Profile  
Main qualification, if relevant, such as CIPD/ ACCA

## Profile

**Add:** A bit about you {what you consider your strengths}. What you are looking for. What your main experiences are. What do you bring to the workplace

## Employment History *{show your past 10 – 15 years history, starting with the most recent}*

Start Date – End Date | Name of Company {add hyperlink to company website} | Job title  
*Add a very brief description about what the company does including company sector*

- Add as many responsibilities, in bullet point form
- Add systems/ databases/ programmes used

### Achievements

- List at least 2 or 3 achievements. If possible, use figures {example “implemented a new system which saved 50% year on year”}

Reason for leaving.....

Start Date – End Date | Name of Company {add hyperlink to company website} | Job title  
*Add a very brief description about what the company does including company sector*

- Add as many responsibilities, in bullet point form
- Add systems/ databases/ programmes used

### Achievements

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Reason for leaving.....

## Education

Name of School/ University | Qualifications /Course | Results obtained

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Work based courses {i.e Health and Safety}

## IT Systems

- i.e MS Office 365, Word, PowerPoint, Excel, Outlook
- i.e Sage, SAP

## Hobbies

List hobbies/ interests