

YOUR NAME

ADDRESS

EMAIL ADDRESS

PHONE NUMBER

Your profile should be no longer than six lines, providing an overview of the career you are looking for and your working style/ethic. Avoid clichés like 'I work well on my own and in a team'. For example: An experienced Training Instructor with an excellent track record of designing and delivering engaging and valuable training solutions. Throughout my career in the Royal Marines, I have developed a strong understanding of how to get the best from students...

KEY SKILLS

This section is a chance for you to draw out the key skills you have and put them under the reader's nose (rather than hoping they read through the rest of the CV). You should be tailoring these key skills to each role you apply to, using the person specification in the job description as a guide. You should aim for no more than six.

- **Key Skill 1:** Provide an example of where you have used this skill, providing evidence will show that you have a good working knowledge of the experience they are looking for
 - **Key Skill 2:** These should be examples of 'hard' skills i.e. industry-specific experience which qualifies you for the role you're applying to
 - **Key Skill 3:** Keep these skills specific to the role you are applying to, a company recruiting for a Health and Safety Advisor won't need to know about your ability to drive a tank at this point in the CV
 - **Key Skill 4:** Try where possible to include metric examples of your skills, for example money saved, budget size, reduction in process times etc
 - **Key Skill 5:** Examples should be no longer than two lines and should not repeat word for word what you have later in the CV
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CAREER HISTORY

Here is your chance to provide a detailed history of your career so far. This should be in reverse chronological order (most recent first) and again provide relevant information on your past roles. Try to avoid military terminology and where possible explain your responsibilities in layman's terms.

Where you have held several positions with the same employer, i.e. The Royal Marines, there are two ways to present this. If you have worked your way up the ranks in the same specialism (and your role has varied only in the level of responsibility you had) then put your most recent job title and the date bracket as your full career. If however your roles have varied significantly, provide an overall employer title and dates and then list your various roles beneath this.

ROYAL MARINES

2000 - PRESENT

Job Title, Name of Employer (only include if not above)

Start Date – End Date

Provide a maximum of three lines as a summary of your role, leaving your daily responsibilities and key achievements for a list of bullet points below.

- List relevant day to day responsibilities
- Also include any key achievements
- Again limit your list to no more than six

Gaps in your CV

2010 – 2011

Always account for gaps in your career history, not doing so leaves room for speculation as to why you weren't working at this time.

Relevant Roles

2007

Unless they are particularly relevant to the role you are applying to, you should only show positions for the last ten years.

TRAINING AND EDUCATION

List your relevant qualifications and education in reverse chronological order. Where you have completed promotion courses, be sure to highlight the professional qualifications you earned as a result, i.e. those who complete JCC receive a Level 3 Certificate in First Line Management from the Chartered Management Institute.

Qualification, awarding body/institute	date

HOBBIES AND INTERESTS

Particularly in less qualified roles, the employer will be looking for a good personality fit as much as experience, so make sure that you include some of your interests here. They will make good talking points and start to paint a picture of you as a person. Remember though, don't list anything here that would be off-putting to an employer, i.e. 'I'm a tattoo enthusiast', 'I like to travel for three months every summer' etc.

I am a keen climber and am currently working towards my mountaineering instructor award. I take pride in my physical fitness and enjoy spending time outdoors with my family.

REFERENCES AVAILABLE ON REQUEST

There's no need to include the contact details of your references here, the employer will request them if they want to contact them.

Key Points to Remember:

1. Your CV isn't meant to tell your life story, it should be an overview of all of the relevant experience you have gained, particularly over the last ten years and should not exceed two pages
2. Employers will not read your CV word for word to start with, they will skim read it looking for the key skills they require for the role. So make sure that you have included as many key words from the job description as possible on your first page
3. You need to tailor your CV to every role you apply to. This might seem arduous but you will have much more success if you take the time to present yourself as best you can for roles that you know you are right for
4. It's important that your CV is easy to read, so avoid lengthy paragraphs and go for short summary sentences and bullet points and make sure to change the layout for each section of your CV
5. Information you do not need to include: your age, marital status, number of children or medical conditions

Finally, it is of the utmost importance that you take ownership of your own CV, it needs to be a reflection of you as a professional person and so it must be written by you. There are many services out there who will take your money to write your CV for you, and they may get you as far as an interview, but will be very clear – very quickly – that it hasn't been written by you. Instead, take advantage of the many free services out there for service leavers who will provide CV guidance and advice.