

Sample CV sequence

Name

Summary of key skills – this could perhaps be done in bullet points.

Profile – this section is useful for writing facts such as how long you have worked in local government and what sort of role you are looking for (such as trouble shooting) and any key experience, such as operational or strategic.

Key career achievements – this can be covered under each assignment and permanent job history, but it can be useful and interesting to highlight 5 -10 of your achievements which make you an exceptional candidate.

Employment History – emphasise key achievements in your roles, only focus on senior roles, unless there is something specific you want to mention from other appointments.

Professional development/training- training or courses that you have undertaken that is relevant to the position or skills and experience required.

Education/ Qualifications – no need to go into too much detail for interim appointments; they don't need to know what GCSEs you got!

Personal details (address, phone numbers)



Name

Key skills

Professional profile

Key career achievements/career summary

Employment history

Date Job Title

Key Achievements:

-

Responsibilities:

-

Date Job Title

Key Achievements:

-

Responsibilities:

-

Additional Roles:

Year Description

Professional Development/Training

➤

➤

Education and Qualifications

Key I.T Skills

-

Personal Details

Other: