**Skills Based CV**

**Your Name**

Your Location (or where you want to settle) | Mobile Phone Number

Your email address | linkedin.com/in/fullname

**Professional profile**

Create a short-targeted profile that will appeal to the companies that you wish to work for. This should only be kept to a minimum, one or two sentences at most.

Example:

*As a recent military leaver, I have a variety of skills and abilities that will bring value to your company, e.g. and list a couple of items that you feel the client is seeking*

You will then need to expand in the items you have highlighted in the above example, trying to show how you can add value to your potential employer, these can be bullet points with one to two sentences per point and a maximum of 5 bullet points.

**Skills summary**

* Bullet point 1, 1-2 sentences to expand this point
* Bullet point 2, 1-2 sentences to expand this point
* Bullet point 3, 1-2 sentences to expand this point
* Bullet point 4, 1-2 sentences to expand this point
* Bullet point 5, 1-2 sentences to expand this point

**Employment history**

\*Note, depending on the type of role you are applying for, and if you don’t have any experience in the field you are looking to enter, this isn’t the most important part of this CV, so try to keep it simple and direct.

If, however if there is a direct correlation to the role you are applying for, you can use this to expand on your skills and abilities, but keep it short and concise, with 4-6 points under each section.

**Career History / Work Experience**

**Oct 85 – Now HM Forces (Army, Navy, RAF, RM)**

**Last post-dates Final Post.**

A few sentences outlining your roles/responsibilities

Followed by…

Bullet pointing your achievements and projects delivered

**Previous post-dates Previous Post**.

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**Education / Qualifications**

Qualification, grade – Provider– Year

Qualification, grade – Provider– Year

Qualification, grade – Provider – Year

**Hobbies/Interests**

This is your chance to showcase who you are and what you do outside or work. If do anything that you feel may be of interest to the role you are applying for again put it in here. However, be careful about extreme sports or political parties/views as this may count against you as this can be the most controversial part of a CV.

References available on request

**\*Notes**

1. Make sure that your email address looks professional, as email address like: [longrangesniper@gmail,co.uk](mailto:longrangesniper@gmail,co.uk) or [sapper666@hotmail.co.uk](mailto:sapper666@hotmail.co.uk) may not be the best address for you when you are trying to find a job.
2. There is no perfect CV for all jobs, each CV should be altered slightly for each role as each role will have different points which each employer finds key
3. Please try and keep the CV down to 2 pages if possible
4. Also read the job description before sending off the CV, and try and tailor the CV for the role, also keep a copy of the CV so you can refer to it, if you are called forward for an interview.
5. If you do not have a LinkedIn profile, suggest you create one, but also make sure that it is complete and is very similar to your CV