

The Ultimate CV Template

Your step-by-step guide to creating a stand-out CV that gets interviews



How to Use This Guide

This CV template is designed to help you write a strong, tailored CV that captures the attention of your ideal employer.

How to use it:

- Print it out and complete each section by hand, then type the finished content into a Microsoft Word or Google Docs document.
- Or use each section as a guide and type straight into your Microsoft Word / Google Docs document, editing as you go along.
- When you're happy with the content, format your document to suit your style. Keep the design clear and simple with white space between sections. Use bold and underline for subheadings and a standard font (size 10–12). Don't exceed 2 pages!



Step 1: Analyse the Job Description and Person Spec

Before you write anything, review the Job Description and Person Specification carefully.

Make a note of keywords and phrases in the following areas:

Knowledge, skills and behaviours

Attitude, values and personality

Experience

Qualifications



Tip: Paste the job description into ChatGPT and ask it to extract the keywords. Always double-check for accuracy.

Step 2: Add the Essentials

Create your header:

Full Name:

Phone Number:

Email Address:


LinkedIn or Website (if relevant):

Professional Summary:

Write 3–4 sentences that summarise your experience and suitability for the role. Try to include a few key phrases from Step 1.

Use these prompts to help:

- Who are you and what do you do?
- What experience or results are most relevant to this role?
- What makes you a great fit?

 ***Example: A results-driven marketing executive with 6+ years of experience managing cross-channel campaigns. Proven track record of increasing online engagement by 120% and generating £500K in new leads. Currently seeking a strategic role in a forward-thinking brand.***

Step 3: Showcase Your Key Skills

Choose 3–5 key skills from Step 1 that are most important for the role. For each skill, give a brief example of how you’ve used it, ideally with a measurable result.

✔ Use action words and metrics where possible.

Example:

Project management: *Led a cross-functional team to deliver a new CRM system, completed two weeks ahead of schedule and 10% under budget.*

Key Skill	Example of Key Skill including Metrics

Step 4: Summarise Your Work History

List up to five recent roles in reverse chronological order (most recent first). Include voluntary roles if relevant.

- Start each bullet point with a strong action verb.
- Focus on results and achievements, not just duties.
- Use data and keywords from Step 1.

✗ *"Responsible for managing a team."*

✓ *"Managed a team of 8, increasing customer retention by 15% through process improvements."*

Job title:

Organisation:

Dates:

Key Achievements:

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Job title:

Organisation:

Dates:

Key Achievements:

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Job title:

Organisation:

Dates:

Key Achievements:

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Job title:

Organisation:

Dates:

Key Achievements:

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Job title:

Organisation:

Dates:

Key Achievements:

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Step 5: Additional Information

Education and Training

List the most relevant qualifications, starting with the most recent.

Example:

- *Level 4 Diploma in Career Guidance - City College - 2023*
- *BA (Hons) Psychology - University of Kent - 2020*

Hobbies and Interests

Add 1-2 sentences on hobbies that reflect relevant skills, attitudes, or values.

E.g. "Volunteering at a local mental health charity has strengthened my active listening skills and ability to support others through change."

Final Line (Optional)

Include a short professional sign-off: e.g. *"References available on request"* or *"For further information, please contact me."*

Use this checklist before you submit your CV!

- ☐ **Check for grammar and spelling mistakes**
- ☐ **Ask ChatGPT to improve clarity if needed – but ensure the final version still sounds like you!**
- ☐ **Ask a friend, colleague, or mentor to review it**
- ☐ **Consider whether a cover letter is needed – if so, write a short statement that highlights your Unique Value Proposition (UVP)**
- ☐ **Save a “master copy” of your CV, but always tailor it with keywords before applying**



Need More Help?

Head over to **careerology.org** for more free tools and advice.

Whether you're looking for your next job – or a whole new direction – we're here to help you get **noticed**, get **hired**, and take **control** of your career.

Careerology Toolkit

Access our free videos, guides and articles to help you identify what you want – and what's holding you back.

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Lunchtime sessions you can join from your desk. Topics include CVs, job search strategy and career planning.

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Not sure what you need? Let's chat. In 30 minutes, we'll help you identify your next step.