

## Example of a well laid-out CV

Address, Tel.: xxxxxxxxxx Mobile: xxxxxxxxxx Email: xxxx@xxxxx

**Contact information:** Clear, up-to-date contact information. It must be easy to get in touch with you. If you are available on several phone numbers, list them all.

**At the top of your CV:** Describe some of your short-term and long-term career ambitions.

**Work experience:** Describe your whole career path. Always include the company name, location and title. Put the most recent one at the top. Describe the position: areas of responsibility, specific projects, budgetary responsibility, responsibility for staff, authorisations, development, the skills and qualities required for the job.

**Education:** Specify the institution, location and year. Give a brief description of the course, with the most recent at the top.

**Courses:** Relevant courses via the job or in your own time.

**Skills:** List all languages, IT skills and finance systems that you are familiar with.

**Interests:** Highlight anything that may be of interest to a future employer. Membership of relevant associations, sporting activities, etc. Stick your neck out a little (without being dishonest) and don't be shy about your achievements.

**References:** You can name your references either directly on the CV or on a subsequent occasion.

Eva Svensson

### CV

#### Ambition and profile

It is my ambition to.....

#### Work experience

<b>Finance Manager</b>	<b>Company Ltd, Newtown</b>	<b>2006-</b>
Overall responsibility for finance work Production of annual accounts and official annual report Quarterly and monthly accounts Consolidated reporting Company's tax declaration Production of budget and forecasts Analyses of income and expenses Reconciliations of gross profit		

<b>Finance Assistant</b>	<b>Company Ltd, Newtown</b>	<b>1998-2006</b>
Worked on bookkeeping, accounting, wages, quotations, orders, invoicing, customer/supplier ledgers, incoming and Outgoing payments, VAT, tax, etc.		

#### Education

<b>Leeds University</b>	<b>Master's Degree</b>	<b>1995-1998</b>
Economics, Sales, Marketing		

<b>Durham University</b>	<b>BA in Economics</b>	<b>1993-1995</b>
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<b>Newtown High School</b>		<b>1990-1993</b>
A-levels in Maths, Economics, Politics		

#### Courses

<b>Project management, Institute of Economics</b>	<b>1996</b>
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#### Skills

**IT skills**  
Excel, Access, Filemaker.....

**Language skills**  
Fluent in English and Swedish....

#### Interests

Active in students' union during period.....

#### References

Available on request.

- Recruiters often have a large number of applications to process. A CV should therefore ideally be no more than two pages long.
- Adapt your CV by highlighting experience that may be relevant to the job for which you are applying.
- Set up your CV so that it is well laid out and easy to read. It is a good idea to write in "bullet point" form.
- Be honest. Make the most of your experience, but don't exaggerate. This will always be discovered in the end, not least during the interview stage.
- If you choose to specify your referees in your CV, don't forget to inform them first. If you choose not to specify referees, write "Available on request".