| **CORE QUALIFICATIONS**   * Review the job posting, pick out key required skills, and feature skills of your own that match. * Include skills and certifications that are valuable in your profession. * Present a combination of hard (technical) skills and soft (intangible) skills. * For more tips on how to feature skills in your CV, visit our [https://www.myperfectcv.co.uk/cv/skills] page.     **EDUCATION**  **Institution Name** | *City and county where the school, college, or university is located*  Degree Obtained : Field of Study  List each educational credential in reverse-chronological order, most recent first. | | **Harleigh Daugherty**   |  | 555-5555-5555 | | --- | --- | |  | example@example.com | |  | 85 Alexander Road, London, England EH3 3NS |   **PERSONAL STATEMENT**  This section is your “elevator pitch” - a concise explanation of why you're the right person for the job. **Emphasise top skills (including personal traits that tell employers how you approach work)**. [https://www.myperfectcv.co.uk/cv/personal-statement-profile]  **WORK EXPERIENCE**  *06/2018* - *Current*  **Company** | Company City, Company County  Position   * Work backward, with your current or most recent job first. * Focus on major responsibilities and work achievements rather than daily tasks. * Summarise your experience with three to five punchy bullet points for each job listing. If you lack professional experience, keep this section simple (job title, organisation, and location of organisation for each entry), and add more detail to other sections (e.g., core qualifications, teaching, or research experience).   *06/2015* - *05/2018*  **Company** | Company City, Company County  Position   * Highlight skills and tasks that relate to the job you're applying to. * Give your achievements more punch with action verbs (e.g., “Managed team of 15 employees” instead of “Was responsible for a team of 15 employees”) and metrics (e.g., ''Implemented new processes that cut overhead costs by 23%”). * Unless you're applying to a job that requires extensive experience, limit your work history to the last ten years of your career. * For more tips on writing the perfect work history section, visit our [https://www.myperfectcv.co.uk/cv/formats/chronological] page.   **RESEARCH EXPERIENCE**  **Position, name of programme or research office, location, and years participated**   * As with the work experience section, highlight major responsibilities and achievements. * Single out skills and specific research areas that apply to the job you want. * Feature accomplishments that display leadership and management abilities.   **PUBLICATIONS**   * List articles or published papers you've contributed to, as well as books and articles you've authored yourself. * Follow MLA guidelines for citing articles: Last name, First Initial, “[Article title],” publication name, volume number, issue number, year of publication: pages. * Use APA guidelines for medical and psychological publications: Last name, First Initial, “[Article title],” publication name, volume number, issue number, pages: year of publication.   **CONFERENCE ATTENDANCE**   * List the name of the conference and the date you attended. * If you were an active participant (e.g., presented a paper or served on a panel), give details on your participation in another section called “Conference Presentations”.   **HONOURS AND AWARDS**   * This is a standard section that should be on any CV. * List the name of the award or honor, the organisation or institution you received it from, and the year you received it * List your honors and awards in reverse chronological order, with your most recent achievement first.   **PROFESSIONAL AFFILIATIONS**   * This is a standard section that should be on any CV. * List the organisation you're affiliated with, and the dates of your affiliation (e.g., 2019-present). * Focus on featuring organisations that are directly related to your profession, or the job you want. * If you have a notable position in the organisation (e.g., secretary or director of membership support), list it along with the name of the group.   **CERTIFICATIONS AND LICENCES**   * This is a standard section that should be on any CV. * Name the certificate/licence and the organisation where you got it from. * Include certificates and licences that are required by the job, as well as those that display other abilities that can help you excel at the job (e.g., a certification in project management).   **TEACHING EXPERIENCE**  **Position, name of institution, location, and years participated**   * This section varies by profession. * List your teaching experiences in reverse chronological order, with your most recent experience first. * Include any recognitions you've received as a teacher. * Highlight your areas of focus and expertise as a teacher.   **PROFESSIONAL RELEVANT SKILLS**   * The Professional Relevant Skills section varies by profession. * List technical skills that show you can add value in important areas (e.g., knowledge of specific software). * Feature soft skills that communicate to employers how well you handle the interpersonal aspects of the job (e.g., communication or negotiation abilities).   **HOBBIES AND INTERESTS**   * List interests or projects that relate to the job you want, or exhibit skills that will be beneficial in the job. * Avoid hobbies or interests that reveal personal information you don't want to share with employers. * List the skill or hobby, along with some details on your involvement (e.g., “Community service: Volunteers to teach summer classes on physics to disadvantaged high school students.”). | | --- | --- | --- | --- | --- | --- | --- | |
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