

## CURRICULUM VITAE (CV) LAYOUT

The importance of a good, well laid out Curriculum Vitae (CV) can not be stressed enough. Your CV in many cases is the first impression that the recruiter will get of you, so it is important that you make the very best first impression.

Along with the content of the CV, the format plays a very important role. Below you will find a basic guide to putting toward a CV that would be suitable of most positions.

### The Layout

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1. Always ensure that you spell the title of the document correctly and in full. "CURRICULUM VITAE"
2. **Personal Details and Contact Details**

This should include your full name, postal address, contact telephone numbers, email address, marital status, dependants, Date of Birth, Statement of health, driving licence status and any associated right to work visas or restrictions that you have or hold.

Please pay attention to your email address, it is recommended that you avoid email addresses that are in any way rude, offensive, unprofessional or in some way a reflexion of your social life. Ideally you should have an email address that is made up of your first name and surname. Remember in the professional world your email address is your calling card. We would suggest a different email address when going through the "job hunting" process.
3. **Personal Profile**

This is a brief paragraph explaining your key strengths. Ideally this is no more than three or four sentences in length.
4. **Education, Qualifications and Memberships**

This is a list of the qualifications that you have achieved. Start with the major ones ie Masters or Chartered and work backwards.

If you studied at well regarded University then be such to include that information.

Only include the qualifications that are relevant to the position that you are applying for, or relevant to the industry that you are working in.

If any of the qualifications that you hold have expiry dates, ensure to note these.
5. **Training**

List of the relevant training courses that you have attended and the dates. Please be careful not to list every course that you have ever been on, only the ones that may help you get the job, or demonstrate that you have several different skills.
6. **Employment History**

Your employment history needs to be written in reverse offer – your current position or most recent position first. For each job history provide the name of the company, dates and your job title.

Below the job title add a brief description of the type of job you did including your duties, responsibilities and achievements. It is here that you need to "paint a picture" as to what you have achieved and how successful you are.
7. **Hobbies / Outside of Work**

This is a brief outline as to what you are interested in outside of work. Be careful and take your time to write something that portrays you in the right manner. Also be aware that the interviewer may well ask you questions about your hobbies.
8. **References**

Provide two references, ideally from past employers. These need to include company name, contacts name, address, contact number and email address where possible.

## Example Of A Standard CV

### CURRICULUM VITAE

Name: John William Smith  
Address: 14 Snowdrop Road  
Wimbledon  
London  
EC1A 4BR

Telephone: 0208 666 777  
Mobile: 07734 585 777  
Email: john.w.smith@hotmail.com

Marital Status: Married, one dependant  
Date of Birth: 3rd October 1975  
Health: Excellent

Driving Licence: Full UK – 3 points

### PERSONAL PROFILE

I am an enthusiastic and committed engineer who is well educated and able to handle any situation.

### EDUCATION & QUALIFICATIONS

1991 – 1995 – Stourbridge College Of Technology & Art.  
1986 – 1991 – The Earls High School.  
1983 – 1986 – Newfield Park Middle School.  
1979 – 1983 – Hawne Primary School.

Electrical Installation – City & Guilds 236 Part 1: Pass, Credit.  
Electrical Installation – City & Guilds 236 Part 2: Pass, Credit.  
Electrical Installation – City & Guilds C Course.  
Data Communications Cable Installation & Testing – City & Guilds 3466/04 – Credit/Pass.  
Electrical Installation – Electrical Requirements – City & Guilds 2381/01 – Pass.

### TRAINING

IPAF Powered Access License  
EMS System 5000 Training  
Morley IAS ZXA/ZXE Training  
BFPSA Fire Detection Design & Advanced Design  
ECDL (European Computer Driving License)

### EMPLOYMENT HISTORY

**May 05 – present**                      **Fire Group PLC**                      **Technical Design Engineer**

Develop new business within Fire Safes key areas which are Fire Alarms, Fire Extinguishers, Emergency Lighting, Carbon Monoxide Detection, Intruder Alarms, CCTV, & Nurse Call Systems.

Produce designs for complete fire alarm systems in accordance with BAFE in buildings for new & existing customers such as Worcestershire County Council, Ford Retail, Mercedes, & Mitie Maintenance etc.

I am responsible for the design of fire alarm systems, tendering, & project management through to handover of the completed installation.

Offer technical support & design solutions to electrical contractors who are unfamiliar with fire alarm products. I am currently one of two designers for the company which is BAFE accredited & registered with BSI who carries out regular inspections on our work.

## Example Of A Standard CV

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### CURRICULUM VITAE

#### EMPLOYMENT HISTORY

**March 03 – May 05**                      **Electrical Group PLC**                      **Senior Partner**

Directed implementation of own business to include, Installation & maintenance of intruder Alarms, Fire Alarms, Emergency Lighting, Data Cabling & Networking

**Jan 00 – Mar 03**                      **Protection Fire PLC**                      **Service Engineer**

Service and commissioning of conventional & addressable fire systems.

Carry out fault finding on emergency call outs to all of the above products.  
We were also encouraged in this role to actively improve & upgrade where possible customers systems.

**Sept 91 – Jan 00**                      **Fire Protection PLC**                      **Service Engineer**

Service of conventional & Addressable fire alarms, emergency lighting, addressable emergency lighting systems, air sampling.

Carry out fault finding on emergency call outs to all of the above products.

#### HOBBIES / OUTSIDE OF WORK

I am a keen football player and play most Saturdays and Sundays (work permitting).

The rest of my time I spend with my young family.

#### REFERENCES

Mr Joe Bloggs  
Fire Protection PLC  
1 Industrial Estate  
Bury  
Lancashire  
BL3 4RR

T: 0161 777 444  
E: joe@firep.com

MR Alan Budd  
Electrical Group PLC  
Unit 2 River Road  
London  
NW4 6TW

T: 0208 777 444  
E: alan.budd@electrical.com