

First and last NAME
Town or first part of your postcode e.g. Kingston or KT1
Telephone: The number you use the most and a landline if you have one
Email: Full (sensible) email address
LinkedIn url (if you have one)

PERSONAL STATEMENT/PROFILE

- A short paragraph (4-5 lines), describing your strengths (avoid using clichéd phrases such as “I work well in a team”).
- Acknowledge the reason(s) for your career break You may have mentioned this in your cover letter, but explain it here too, just in case the recruiter hasn’t had the chance to read it. Give thought to how you word this: “Went travelling because I was fed up in my previous job” won’t reflect positively with a potential employer.
- Why are you ready to return to employment? How could you, and what you learnt during your career break, benefit the recruiter?

KEY SKILLS/EXPERTISE

- The key point to make is how the skills you gained during your career break and previous work experience are transferable to the role you are applying for; this is particularly important if it is in a sector different to the one you worked in before.
- Always make sure the skills are relevant; recruiters will view a “one-size-fits-all” CV negatively.
- Use each skill as a header, then give supporting evidence of them below. For example:

Leadership: During my year in South America I frequently organised trip itineraries for the group I was travelling with. This involved not only satisfying (and often finding compromise between) the differing interests of the group’s individuals, but also making arrangements for transport and accommodation within a tight budget and in another language.

- Include voluntary work and community schemes you have been involved in during your career break, for example a Parent Teacher Association. Just because it was unpaid activity doesn’t mean you didn’t learn something from it.

EMPLOYMENT HISTORY

- Give chronological details of your job(s) over the past 10 years, starting with the most recent. State the name of the company/organisation, your start and finish dates and job title. If job titles are jargon-specific to a different industry from the one you are applying to, then explain them in the simplest possible terms. For roles held more than 10 years ago, job titles are enough.
- For roles held within the past 10 years, detail key relevant responsibilities, but the main emphasis should be the contribution you made to the role while you were in it.
- If applicable, provide factual evidence of your achievements, for example sales figures.

PROFESSIONAL DEVELOPMENT AND EDUCATION

- Give chronological details (beginning with the most recent) of any certificate/qualification/training course you have been awarded or taken part in and, if applicable, your university degree and A-Levels.

- Have you attended an event or seminar during your career break to keep up to date with the latest developments in your field? If so, list it here.
- Include the name of the establishment you attended, the qualification, duration of the course(s) and your grade/result (if applicable).

Slough Business School Management In Practice Course May-July 2013 Pass

INTERESTS

- What do you enjoy doing in your free time? Have you taken up a hobby during your career break that has become more of a passion?
- Avoid generic interests such as *Listening to music*. If music is a genuine passion of yours, then be specific and say what type of music you enjoy.
- Remember to keep this section brief; no potential employer wants or needs to know how you spend every minute of your weekend.

REFERENCES

- Unless stated on the job posting, it is acceptable to write *Available on request*.
- Give careful thought to who you will ask to be your referee; if your career break has been lengthy, your previous boss may no longer be the best person to give an account of you as an employee. Instead, think of ex-colleagues or people you have come into contact with during your career break who could provide an unbiased portrayal of your general character and work ethic.