



THE ULTIMATE CV TEMPLATE

Writing a CV with impact is arguably the most critical part of looking for a job.

An awesome CV will open the door to a phone conversation or interview.

A poor CV will always do the opposite.

In most cases, your CV is the first contact your potential new employer has with you and as the saying goes, first impressions count.

Don't forget that your LinkedIn profile is another critical tool in your job search. We've also published advice and guidance on [managing your LinkedIn profile](#).

The first rule of writing a great CV is to keep it short. As a general rule, no more than 4 pages.

This guide focuses on the structure of your CV and what information you should include. It doesn't cover design or layout considerations.

Choosing a CV format

Choosing the right CV format might depend on you and your job search. There are three common CV types to be aware of:

- **CHRONOLOGICAL CV** (template below)
- **FUNCTIONAL CV** (template below)
- **COMBINATION CV** (no template)

A chronological CV is the most commonly used. This format lists your work experience in reverse-chronological order, starting with your most recent job. This is generally the best option if you've worked in the same industry / type of roles for several years as it helps to show your career progression

If you're changing careers, your work experience is very diverse or you have gaps in your employment history, a functional resume might be more appropriate for you.

If neither of these feel like the right fit for you, try a combination resume.

CHRONOLOGICAL CV TEMPLATE

To keep things simple, this template shows 8 key sections that a CV should contain.

Keeping in mind that this is a unique and personal document, you will no doubt add or change some things to suit your background, skills and job search. This template is intended to show the minimum information every CV should include, as well as a recommended order to follow.

1. Contact information

Your name, address, phone number, email and LinkedIn profile. Don't make it too personal.

2. Personal profile and/or objective

This introductory paragraph can either be a statement about you, your experience and what you bring to a job and employer – or an overview of your career/employment goals. Make it 3–4 sentences maximum – short, concise and impactful.

3. Key skills summary

This section gives the reader a quick snapshot of your skills. It is optional and should be kept as concise as possible. Remember is a summary – the detail comes later.

Here's an example

Key skills and strengths

- Copywriting and content development
- Project management
- Internal communication
- Social media management
- Campaign development/execution
- Team leadership
- Communication planning
- Budget management

4. Employment history

This will be the largest section of your CV. Starting with your most recent job, list each role including job title, employer, dates and a list of key responsibilities and achievements.

Here's an example

Founder and Recruitment Partner Heart Recruitment

September 2015 to present

Heart is a specialist marketing, communication and fundraising recruitment business with a focus on the for purpose sector.

Key responsibilities

- Taking detailed briefs from clients
- Managing client and candidate expectations
- Reviewing CVs and selecting candidates for initial interview
- Interviewing candidates – in person, via video and phone
- Advertising jobs and screening a high volume of applications
- Conducting searches, identifying and briefing suitable candidates
- Supporting client decision making throughout the recruitment process
- Communicating candidate and client feedback, including challenging feedback where appropriate
- Providing CV, salary, interview and industry advice to candidates and clients
- Candidate reference checking
- Negotiating day rates, salaries and fees
- Ongoing client relationship management and candidate care
- Ensuring best practice in the use of recruitment systems, record keeping and client and candidate service

Key achievements

- Established and sustained a profitable small business
- Achieve a project success rate above 85%
- Delivered well-matched, quality candidates, more than 87% are selected for interview
- Reduced time to hire by 32 days on average

5. Education and qualifications

This is where you list details of your education, qualifications and any training courses you have completed. Unless you are a new graduate with no work experience, this section should come after your employment history.

Include the name of the course/qualification, the organisation/institution and the date the course was completed. If you are still studying, you can include an expected completion date or write 'current' where the completion date would be.

6. IT skills

Provide a list of the most relevant software and platforms you use, ensuring you match these to the requirements of the role.

7. Additional information

Here's where you can include any other information you want to share with the hiring employer.

What you include here is entirely optional and could include interests, hobbies, volunteer or community work or anything else that is relevant to your job application that isn't included elsewhere. You could also choose a subheading to suit.

8. References

Unless you've been instructed otherwise, all you need to write here is 'References available on request'.

In most cases, your referees would only be contacted at the end of the recruitment process. To avoid having multiple people call your referees without your knowledge, don't include all of their contact details in your CV.

FUNCTIONAL CV TEMPLATE

The main way a functional CV differs from its chronological cousin is in sections 3 and 4 ie key skills summary and employment history.

The rest of the CV can be the same as the example above.

3. Key skills

In a functional CV, rather than a brief list, this section includes all of the details that would otherwise be in your employment history.

For a candidate with experience in marketing, sales and management, this section of their resume might look like the example below.

Management

- Presently leading a marketing consulting firm generating over \$30 million in consulting revenue. Established the firm as one of the leading innovators in consumer brand marketing.
- Manage six teams across Australia ensuring alignment with business goals and objectives.
- Following an M&A, managed a large-scale internal change program at Tastemaker to align culture and better position the business against competitors.

Sales/Marketing

- Led a national marketing campaign for Smithsons, resulting in acquisition of 20 new clients.
- Redesigned product branding and adjusted pricing based on market research for several major product lines for Tastemaker, resulting in a 65% average increase in sales.
- Revised long-term share decline of Kickstart cereal with an award-winning ad campaign.
- Identified a new market for an existing Tastemaker yoghurt product, adding \$6 million to revenue over three years.
- Conducted training workshops for Luxoticala sales teams across Australia, resulting in improved customer satisfaction and increased sales.

Communications

- Managed the rollout of new Smithsons corporate identity across all internal and external communications including redesign of all merchandise, corporate stationery, brochures and advertising.
- Managed communications to all Tastemaker stakeholders through a protracted M&A process.
- Designed, wrote and implemented targeted marketing campaigns for Luxoticala.

Public relations

- Manage Smithsons' public relations activities including regular updates and press releases to media and industry associations.
- Oversee Smithsons' public relations strategy, including fostering relationships with media, issuing media releases and providing key messages on relevant issues.

4. Employment history

This section of a functional CV is much shorter with less detail compared to a chronological resume.

Here's an example of what this section might look like for the same candidate with experience in marketing, sales and management:

2014 to present

Managing Director
Smithsons
Consumer goods marketing consulting firm

2010 to 2014

General Manager, Sales and Marketing
Tastemaker
Major breakfast food manufacturer

2004 to 2010

Marketing Manager
Luxoticala
International cosmetics corporation