

THIS CV FORMAT WORKS WELL FOR THE CREATIVE INDUSTRIES AND GRADUATES WITH LITTLE RELEVANT WORK EXPERIENCE OR EMPLOYMENT

Personal Details: It is at your discretion as to whether you add any additional personal information (e.g. date of birth, marriage status etc).

- Full Name
- Current address, email address and telephone number(s). Your email address should be a professional one.

Personal Objective: A brief introductory paragraph that is 2 / 3 sentences long. Include the following:

- What sort of person are you?
- What relevant skills do you have?
- What position are you looking to fill?

Skills Profile: What skills do you have that a potential fashion employer would want to utilise? Consider relevant skills gained on your COURSE, on industrial PLACEMENT, at WORK and in LIFE. Ask your classmates and your lecturers what your strengths are. Display these skills like this:

- Key Skill – Further information on techniques, methods or examples of when this key skill has been demonstrated.

IT Skills: List all IT packages you are familiar with and level of knowledge if appropriate.

Education: List the most recent first. Include dates, name of the institution and qualification received. Do not list your GCSEs individually. E.g. 8 GCSEs at grades A-C (including maths and English).

Don't forget to list any relevant additional training course you have undertaken at work or college.

Competitions, awards or Achievements: (If relevant) Include nominations and prizes for internal and external shows, competitions and awards. Consider areas of achievement (personal and professional) and excellence.

Relevant Experience: This section should only include Industry WORK EXPERIENCE, EMPLOYMENT and COURSE experience if they are directly related to the position you are now applying for. Refer to your key skills (section 3) and evidence them. Display your experience using the following method:

Dates	Name of Employer	Your Role
<ul style="list-style-type: none"> • Key responsibility / experience – Brief example of how you fulfilled this duty. 		

Employment (only most relevant): This section will contain details of other employment undertaken. Depending on how many previous jobs you have had, you may want to include only the most recent. Instead of focusing on tasks you did within these jobs; detail what you have learnt that will help you in the role that you are applying for.

Dates	Name of Employer	Your Role
<ul style="list-style-type: none"> • Skill/knowledge learnt – Further details 		

- **Knowledge of Languages:** Indicate fluency (written/spoken)

- **Relevant Interests:** Do not list interests for the sake of it. Do not exaggerate. Briefly describe interests that **support your application** or give an insight into your **personality**. Avoid listing reading, socialising and exercising unless you can be specific about a genre / author, types of events / venues and sports.

- **References:** References available upon request