

## Example CV Template

Our guide is designed to give you a comprehensive run down of what should be included in your CV and how to customise it for your specific industry.

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The below CV template focuses on 1 major theme: Simplicity! Keeping your CV clean and efficient and allowing your experiences and knowledge to speak for themselves is the true secret to CV writing success.

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### NAME

The ONE Group

### ADDRESS & CONTACT DETAILS

44 Tyndall Court, Peterborough PE2 6LR

Mobile: 07808 800000

Email: [me@hotmail.com](mailto:me@hotmail.com)

LinkedIn: <https://www.linkedin.com/company/591784/>

### INTRODUCTORY PARAGRAPH or SHORT BIOGRAPHY

I am an ambitious part qualified accountant looking for a new challenge in order to progress my career. I am a strong team player who is also capable of working alone and managing my own time in order to meet strict deadlines. I am a dedicated employee, committed to improving and streamlining processes within my role.

### KEY SKILLS (INDUSTRY SPECIFIC)

Systems knowledge of Oracle, Sage and BAAN. Advanced Excel

## PROFESSIONAL QUALIFICATIONS

Currently studying CIMA Managerial, 4 papers completed

AAT Qualified 2007

## EDUCATION

3 A' Levels Neale Wade Community College Sixth Form

Maths B, Business Studies A, Physics C

9 GCSE's Neale Wade Community College

All subjects at grades A-C

## CAREER HISTORY

### RECRUITMENT GROUP LTD

Jan 2000 – to Present - Management Accountant

A brief outline of the business and your successes, for example, where you have streamlined procedures, improved efficiencies, project work etc.

- Production and reporting of monthly accounts and year-end statutory accounts
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## INTERESTS

**This is your opportunity to get your personality across, a few key interests are enough to spike an interest from a potential employer.** Try and steer clear of anything too risky, alcohol related exploits for example, are not something an employer needs to hear at this stage. Think about charity work you may have done, amateur dramatics or any lectures you may have attended.