

NAME & Qualifications, e.g. BSc CEng [write your details in here]

Address, telephone no, email address, all on one line

Paragraph summarising who/what you are, what you offer and what you are seeking .

Bold for this section, with a box around it.

This can be the most difficult part and should normally be left to last.

No more than 4 lines.

KEY WORDS

key words describing your expertise and is used by employers when doing a key-word search. It is very important that you include this page and choose only those key words that relate to your experience. If you do not include this page, you risk putting yourself at a disadvantage relative to other candidates.

Materials Industrial Sector

Irons	Light metals (Al, Mg, Ti)	Steel/Stainless Steel	Copper alloys
Superalloys	Refractory metals	Precious/noble metals	Building materials
Cement & concrete	Ceramic science	Pottery & whitewares	Technical & engineering ceramics

- ◆ Key Skills bullet points
- ◆ No more than 5 or 6
- ◆ Keep them to one line each
- ◆ Use 'action words'
- ◆ Xxxxxx

CAREER & ACHIEVEMENTS

CURRENT/LAST EMPLOYER, location (Town & County) Jan 19xx – Present

Job Title – Brief description of role & responsibility, its context (size of department/company, etc.) & whom you reported to.

- List of achievements – what you actually made happen
- Bullet points – be succinct, as more detail can be given at an interview
- Probably no more than about 5 per job
- No more than 2 lines each
- Use them to highlight things that you want an interviewer to raise for discussion

PREVIOUS EMPLOYER #1, Town, County Oct 19xx – Dec 19xx

Job Title – Brief description of role & responsibility, its context (size of department/company, etc.) & whom you reported to.

- xxxx
- xxxxx
- xxxxxx
- xxxxxxx
- xxxxxxxx

PREVIOUS EMPLOYER #2, Town, County

Feb 19xx – Sept 19xx

Move this whole third employer to page 2 if necessary (Do not split this section over 2 pages)

Job Title – Brief description of role & responsibility, its context (size of department/company, etc.) & whom you reported to. With some employers you will have been in more than one role, which should be shown like this.

- xxxxx
- xxxxxx
- xxxxxxxx

Job Title – Brief description of role & responsibility, its context (size of department/company, etc.) & whom you reported to. With some employers you will have been in more than one role, which should be shown like this.

- xxxxx
- xxxxxx
- xxxxxxxx

Career continued...

SUMMARY OF ANY PREVIOUS EMPLOYMENT

19xx – 19xx

- Simply list employers, roles and achievements in summary form
- More detail can be covered at interview if the interviewer wishes
- xxxxxxxxxxxxxxxx

EDUCATION, QUALIFICATIONS & PROFESSIONAL MEMBERSHIPS

(A summary of what you have achieved) e.g.:

- Chartered Engineer (CEng)
- Member of the Institute of Materials, Minerals and Mining (MIM)
- Any University: Any degree, Subject xxxxxxxxxxxx 19xx
– 19xx
- Any School School: A-levels in xxxx, xxxxxxxx & xxxxxxxxxxxx plus 19xx –
19xx
x O-levels/GCSE's (list if desired)

FURTHER PROFESSIONAL ACTIVITY

(Optional section where you can include, in summary form:)

- Training courses attended
- Professional activities such as speaking at conferences, involvement with learned bodies and/or trade associations
- CPD undertaken