

WORK EXPERIENCE AND CV TEMPLATE

FOR PUBLIC SERVANTS

How to use this template

- Use this as a guide to help you organise your past experiences, skills, and qualifications — even if you're not being asked to submit a formal CV, it can help you think about the narrative of your application and how to structure questions about your work experience.
- As you go through this template, you can **delete the prompts and replace them with information of your own.**
- Follow the prompts in each section — and make sure to refer frequently back to the job listing to ensure you've captured all of the requirements!
- Review what information you're being asked to give: do you need to remove personal identifying information? If you're submitting a formal CV, how many pages have they asked for?
- If you have the flexibility to upload your CV in different formats, **feel free to experiment with different designs!** Try breaking it down into multiple columns, or using small icons to illustrate what you're talking about.
- Don't forget to proofread!** Check over your own work, then ask a friend or colleague to check over it for you. Your CV or work experience may be the first part of your application that a hiring manager looks at; it's always worth being extra careful, so you can ensure that you make a great first impression!

{First and Last Name here}

[Email address]

[Address]

[Phone number]

[This is where you should include 2-3 lines summarising your CV. It can be helpful to tailor this portion of your CV specifically to the job you are applying for. Does the job specify that it is looking for a 'self-starter' or someone who is 'highly motivated'? Try to use those keywords here, pointing to why you are qualified for the job. This section can give your CV coherence, and help provide a narrative about who you are and what you have to offer.]

Experience

Name of most recent role

Name of the department/organisation

Dates spend in the role [MM/YYYY-MM/YYYY]

- Include 3-4 bullet points here about your main responsibilities and accomplishments in the role
- Ensure that your bullet points follow a parallel format to make them easier to read (i.e. start with a verb consistently, like 'Achieved x' or 'Completed y')
- Try to specifically highlight any responsibilities or tasks you completed in this role that match those listed in the job description – so you can show how you're prepared for the role

Name of another role

Name of that department/organisation

Dates spend in the role [MM/YYYY-MM/YYYY]

- List all of your most recent roles in chronological order – generally with your most recent role appearing at the top of the page
- Highlight any other relevant tasks or responsibilities you carried out in this role; try to ensure that they are complementary to those you have listed already (but be truthful about the role you fulfilled)
- Make each bullet point concise, but include enough detail that it's clear what you did while you were in the job

[Repeat for all of your your most recent/relevant roles]

It's ok if your dates don't all line up chronologically – you should have the chance to explain any career breaks (if required) during an interview

- Try to keep your CV down to 2 pages or less – depending on the required specifications as stated by the organisation or department
- Some places prefer a 1-page CV – if that's the case, you can get creative with formatting!
- If needed, you can reduce the amount of detail given for each position you've held, or only include the most relevant

Education

Institution

Degree/qualification received

Date attended

- Include a line, if relevant, about any awards or honours received, and grade achieved

[Include this for any degrees/professional qualifications]

Date attended

- If you're at an earlier stage in your career, you may want to include more detail here, if you don't yet have multiple examples of professional experience to share
- This could include training completed during your job, courses you have taken and completed, or any official professional qualifications

Skills

- You can list any relevant skills you have here
- Include any language skills, technical skills, etc.
- You can also highlight any soft skills that might be relevant to the job, or any informal qualifications you have gotten
- This section doesn't need to be long - just a word or two, and an indication of level of skill if relevant