

**YOUR NAME****Your address****Your telephone number****Your email address**

You may wish to write a brief statement about yourself and your experience. Restrict yourself to only a few lines – your CV will tell us the most about your past. Use this space to describe where you would like to go if you want to include it all.

**EMPLOYMENT****DATE – DATE****EMPLOYERS NAME, City****Your Job Title**

- Then in bullet points, describe your role including:
- Who you reported to
- Number of people who reported to you
- Parts of your role you were sole decision maker and solely responsible (eg producing mood boards, colours for Creative Director)
- Parts of your role you were part of a team (eg design 40 pieces of knitwear in a collection of 200 pieces)
- Factories experience you have had
- Countries where you visited and what you did there

**ACHEIVEMENTS**

- List anything outstanding that was a direct result of your activity while at the company (eg designed the best selling handbag of AW 2012 which was repeated in different colours for the following three seasons)
- Listing an achievement is not compulsory for any or all roles.

Start with your most recent position first.

You can list backwards using the same format all the way back to your internships and placements if you feel that experience is still relevant.

**EDUCATION****DATE – DATE****YOUR UNIVERSITY, Your degree****DATE – DATE****YOUR RELEVANT COURSE, Your award**

Do not list A level or GCSE's

**LANGUAGES**

List all the languages you can speak – including English mentioning it is your mother tongue – and your proficiency in other languages.

**SOFTWARE**

List all the work related software that you are able to use listing your proficiency – either excellent, mid or beginner.

**PERSONAL INTERESTS**

More often than not, everyone writes the same thing. Therefore these mean very little on your CV and we would recommend removing them all together. However, if your interests relate to your field of work we would revise that statement to say keep it on. For example avid cyclist looking to work for a bike company, former yoga instructor designing for an active wear brand.