**YOUR NAME**  
[Position Title]

07123 456 789 | Linked.com/in/your-name | email@email.com | Street, Town/City, AA1 1AA

**PERSONAL PROFILE**

In the first sentence, highlight your current job title and your years of experience. In the next sentence, showcase one or two of your biggest achievements related to the government job you’re applying for. Finally, highlight some key skills and state you’re looking to apply these skills in the position of [Job Title] at [Agency Name].

**WORK EXPERIENCE**

**Job Title**  
Company/Organisation  
*Month 20xx–present, Town/City*

* Include a bulleted list of your accomplishments
* Add numbers to some of these bullet points to demonstrate your accomplishments
* Use four or fewer bullet points for each position you include on your CV

**Job Title**  
Company/Organisation  
*Month 20xx–Month 20xx, Town/City*

* List relevant accomplishments from a previously held position
* If you no longer perform this job, make sure you use past tense verbs to describe the experience
* Unless you lack work experience, all the positions you list on your CV should be relevant to the government job you’re applying for

**EDUCATION**

**BA/BSc (Hons), Degree Title, Degree Classification (1st/2:1/2:2/3rd class honours)**  
Name of University  
*20xx–20xx, Town/City*

**KEY SKILLS**

* List your relevant skills and non-academic qualifications
* Include technical skills, or soft skills if you’re applying for an entry-level job
* Be as specific as possible with your technical skills (i.e., mention the names of software or tools you can use)

**HOBBIES & INTERESTS**

* List some of your notable hobbies, especially if they use skills in common with the government role you want
* Government departments like to get to know the person they’re hiring, and hobbies are a great way to show you have a life outside of work
* Add any organisations or sport clubs you’re involved in