

Example of a Strong CV with dates

Eye-catching candidate summary, based on what the employer wants, grabs the reader's attention.

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Clear bold heading, personal details sit underneath like a letterhead and save space.

An experienced training administrator with excellent organisational skills

SKILLS AND EXPERIENCE

- 5 years' experience in learning & development
- CIPD Certificate in Personnel Practice
- Organising training courses from initial bookings to final evaluation
- Analysing staff appraisals to identify training needs
- Updating and maintaining accurate training records
- Highly developed IT skills – MS Office and database systems
- Full clean UK driving licence

Uses facts and figures to impress the reader.

Skills and experience support the candidate summary, are relevant to the needs of the employer and are listed in order of importance.

Clear headings help the reader to quickly find what they are looking for.

CAREER HISTORY

Sounds better than 'Work Experience'.

ADMIN SUPPORT

Shaw Trust

2024 - 2025

- Updating client records on the in-house database
- Checking files for compliance with DWP regulations

Employer in lower case, in the middle.

TRAINING COORDINATOR

British Transport Police

2020 - 2024

- Supporting the learning and development service for up to 400 members of staff
- Responsible for tracking, collation and analysis of all staff performance appraisals to ensure compliance with learning & development policy and to identify training needs
- Sourcing appropriate training courses for officers and civilian staff – internally and externally

Dates at far right-hand side.

Job titles on left-hand side: bold capitals create a column of jobs for reader to follow easily.

TRAINING ASSISTANT

British Transport Police

2019 - 2020

- Arranging venues, catering, equipment, training materials, delegate lists and feedback questionnaires
- Updating and maintaining staff training records
- Booking delegates onto courses

Bullet points in order of importance for every section.

EDUCATION AND QUALIFICATIONS

- **CIPD Certificate in Personnel Practice**
Bournville College, Birmingham
- **A Levels in German, French, Economics and General Studies**
9 GCSEs including English and Maths
St Irenaeus School, Shrewsbury

Subjects shown in bold, with place of learning underneath in plain text.

References available on request

This phrase saves space and allows you to decide which referees would be best once you have got to know the employer better, i.e. after interview.