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| **FUSE CV Template** |
| **How to Use This Template**Welcome! This document is designed to help you structure your job experience in a professional and consistent format. Follow the steps below to get started.**Step 1: Fill Out Your Information**Replace the placeholders in the template with your own details:* **Organisation Name**: The name of the company or group you worked with.
* **Job Title**: Your official role.
* **Employment Dates** – The timeframe you worked there (e.g., "June–August 2022").
* **Responsibilities**: List key tasks you performed, focusing on skills and achievements.

**Tips for Writing Your Experience*** **Be concise**: Use bullet points to keep descriptions easy to read.**Use action words**: Start each point with strong verbs like "Managed," "Assisted," or "Created."**Highlight impact:** Whenever possible, show how your work contributed to the organisation.**Keep it relevant**:Tailor your experience to match your career goals or industry.
* **No Photo:** Do not include a photo, date of birth, marital status, national insurance number, or nationality.
* **British English:** Use British English spellings (e.g. “organise” not “organize”).
* **Outcomes:** Include measurable outcomes where possible (e.g. “Reduced costs by 15% over 6 months”).
* **Remember:** It is okay if you have never worked before, just include qualifications or projects you have been involved with in education or employability programmes/volunteering.

**Formatting & Style*** Keep your CV to 2 pages maximum.
* List work experience in reverse chronological order.
* Avoid decorative fonts; use clean options like Arial, Calibri, or Times New Roman.
* Use bullet points to outline key responsibilities and achievements.

**Step 2: Review & Edit**Before using your completed template, double-check for:Spelling and grammar errors.Clarity and accuracy of job descriptions.Consistency in formatting (e.g., spacing, punctuation).Once you're happy with your document, **remove the instructions page** and you can save it as a PDF or Word file for applications and portfolios. |

**FIRST NAME LAST NAME**

**PERSONAL PROFILE**

3-4 lines summarising your key skills and career goals.

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| **CONTACT INFO**email@email.co.uk0000 000 0000Postcode**EDUCATION**Institution NameDegree or QualificationYear - YearInstitution Name - A-Levels / GCSEsDegree or QualificationYear - Year**SKILLS*** Relevant skill
* Relevant skill
* Relevant skill
* Relevant skill
 | **CAREER HISTORY**Organisation Name - Job Title Month, Year - Month, Year• Key responsibility or task• Another key responsibility or task• Additional relevant duty• Important skill or contributionOrganisation Name - Job Title Month, Year - Month, Year• Key responsibility or task• Another key responsibility or task• Additional relevant duty• Important skill or contributionOrganisation Name - Job Title Month, Year - Month, Year• Key responsibility or task• Another key responsibility or task• Additional relevant duty• Important skill or contribution |

**REFERENCES AVAILABLE UPON REQUEST**