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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.uk](mailto:email@email.co.uk)  0000 000 0000  Postcode  **EDUCATION**  Institution Name  Degree or Qualification  Year - Year  Institution Name - A-Levels / GCSEs  Degree or Qualification  Year - 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 contribution  Organisation Name - Job Title  Month, Year - Month, Year  • Key responsibility or task  • Another key responsibility or task  • Additional relevant duty  • Important skill or contribution  Organisation 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**