**PHIL JOBS**

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**LinkedIn:** <https://www.linkedin.com/company/redcat-digital>

The first section should provide your name, contact details and personal details.

* Highlight your name (i.e. use a large font, perhaps bolded) – this is the title of the document, so make it prominent.
* Don’t use up too much space – the bulk of the first page should be reserved for the most important information.

**Profile**

A few lines to summarise your experience to date and what you can offer the employer. Try to make this concise and unique to your specific skill set.

**Employment History**

Unless you’re a recent graduate, this is the section that will most likely determine whether you’re successful in obtaining an interview. Every job listed should have some kind of description of your duties & accomplishments, with the goal of providing a snapshot of what you did at each company.

* List jobs in reverse chronological order and dedicate most space and detail to the most recent job(s) - your most recent experience is what is going to “sell” you to a manager / decision maker. (There are exceptions to this rule – there are times when experience from further back in your career may be particularly relevant, so needs to be highlighted in some way)
* Provide specific technical details on each job.
* Use bullet points – this reduces word count and makes the CV easier to read.

**08/2012 – Present Digital Mobile Designer**

**Company name**

* Key responsibilities
* Key responsibilities
* Key responsibilities

**Skills and achievements**

Keep it brief, but list a few short bullet points describing the key achievements and skills you’re most proud of (and are most relevant) from your career so far.

* Achievement 1
* Core skill
* Achievement 2
* Core skill

**Technical Summary**

This section, which is optional, can be a useful way of highlighting key skills and showing the breadth of your experience.

* Indicate the level of knowledge relating to skills mentioned.
* ALWAYS include important technical details in the employment history section, do not rely solely on the technical summary - otherwise the reader will not know which technical skills apply to which role.

**Education & Summary**

Make sure you emphasise highlights (i.e. a 1st, or any awards), and list thesis projects. Recent grads should give full technical details of their projects. Starting with your most recent qualification, list your education in chronological order in the following layout:

*Date from and to, institution*

* Subject, grade achieved
* Other related awards/achievements

**Personal**

This section is an important one, as it allows you to demonstrate your individuality, and often provides good talking points in an interview situation.

* List any outstanding personal achievements.
* Include sports if you play any.
* Be specific – for example, “Watching movies” is not a good interest to list, but “1940s-1950s Film Noir” might be.

Reveal a little of your personality and show that you’re a well-rounded individual by writing a short description of your interests outside of work.

**References**

Available on request