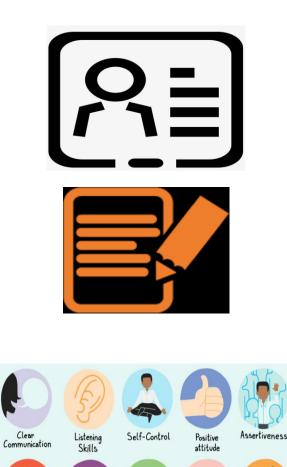# Curriculum Vitae (CV)

A CV is a document used to apply for jobs. It summaries a person's work experience, education and skills that they have for a job. It is typically 1-2 pages long.

Layout of CV

Personal Information: Name, Address, Contact Details and Email

Personal Statement: Introduce yourself, your interests and accomplishments.

Skills: Ability to do things such as computer skills, communication skills, and being able to work as part of a team

Work Experience: List previous jobs and duties

Education: Any school, college, or course you completed

References: One to two people who know you well and worked closely with you

There are many different designs when developing a CV. Microsoft Office has a range of templates to choose from.

How to access Microsoft Office CV Templates:

File-> New-> Resumes & CV-> Select the one you want