| **FUSE CV Template - Classic** |
| --- |
| **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

0000 000 0000 | email@email.co.uk | Postcode

| **PERSONAL PROFILE** |
| --- |
| 3-4 lines summarising your key skills and career goals. |
| **SKILLS & STRENGTHS** |
| * Skill
* Skill
* Skill
 | * Skill
* Skill
* 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 |
| **EDUCATION & QUALIFICATIONS** |
| **Institution Name - Degree or Qualification Year - Year*** Include relevant modules or dissertation if applicable.

**Institution Name - A-Levels / GCSEs Year Completed*** List key subjects and grades briefly (if early in your career).
 |
| **REFERENCES AVAILABLE UPON REQUEST**  |