

## CHUCK ROGERS

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### PERSONAL DETAILS

Town, State, Zip / Post Code

**Home :** (xx) xxxx xxxxxx

**Mobile:** (xx) xxxx xxxxxx

**Nationality, Marital Status**

**E-mail:** chuckrogers@isp.com

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### PROFILE

State your profession and perhaps level of seniority and mention any areas of particular strength or interest. Back it up by making mention of experience, any notable evidence and credentials e.g. qualifications. You may want to give this a title Personal profile, Personal statement or Professional objective, but this is not essential.

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### CAREER HISTORY

#### **Employer name, Position/Title, tenure (dates).**

In this Model CV we have given examples of how descriptions of employer companies lines of businesses might read. So here's the first one:- ABC Corp are a Media company primarily with TV operations like Events & News Today. The company employs some 400 staff and has operations in 10 countries. Revenues reached more than \$ 500m last year.

- Reverse chronological order (most recent positions first).
- Make use of bullet points to contribute to a punchy CV.
- Unless it is obvious you may need to outline the nature of the employer's line of business.
- Most recent roles should include more information.
- Be clear and concise as to the responsibility of your role.
- Highlight achievements in the role, keep the emphasis on the positive.
- Be brief. Long sentences are boring and don't get read.

#### **Employer name, Position/Title, tenure (dates).**

Armstrong & Wyn Partnership is a family law firm with offices across the Defg Province. The company has 45 partners and a total staff of 120. The company's motto, 'Fair & Strong' is championed by staff at all levels.

- Avoid using small text sizes otherwise the reader will get tired and their mind will move elsewhere. We suggest 10 point minimum.
- Fancy fonts and elaborate graphics can be more of a distraction than a help.
- On the second page of this model CV we have shown you how you might choose to show several jobs with the same employer company.
- If your employer was acquired you could show this as ABC Corp acquired by DEF Corp.
- Its critical that you highlight achievements in your roles and that you substantiate them with facts and figures. Without these pieces of information your CV will be inconsequential!
- A CV should have lots of white space. Too much text is tiring.

#### **Employer name, Position/Title, tenure (dates).**

An international bank with revenues of c. £ 10B. The company has a competitive culture geared to achieving rapid sales growth. Today the organisation employs 20,000 people across 4,000 branches.

- For further suggestions now please turn to the second page of this model cv..
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## CAREER HISTORY CONTNUED

### **Employer name, overall tenure at employer company (dates).**

TechStar Software develops and markets software for hospitality and fast food business. The company was doubling in size every year, and was acquired by its larger rival StarTech.

### **Position/title, Department, tenure (dates)**

- This is an example of how you could show multiple jobs at one employer.
- Have the employer name complete with your overall dates of employment. Then give the job title and dates of individual jobs, perhaps even mentioning the department/function of which you were part.

### **Position/title, tenure (dates)**

- This is an example of how you could show multiple jobs at one employer.
- And then highlight your achievements, make the emphasis of the cv on the positive.

### **Employer name, Position 1 / Position 2, , tenure (dates).**

Hotels Global & Local ~ today the business has 900 hotels around the world.

- Another way to outline more than one job at a company is to do so as above.
- In this example you might put your first position followed by a forward slash followed by your second one.

### **Employer name, Position/Title, tenure (dates).**

Part of the RSTU Group, FedNHappy is a chain of fast food restaurants.

- We have chosen in this example not to give the title Curriculum Vitae (CV) because the reader will realise it is your CV. If you want to put it in, do so.
- Always write in the past tense unless you are writing about your current present role.

### **Employer name, Position/Title, tenure (dates).**

Fun & GoodTimes were an events catering company.

- The further back you go, the less important the need for detailed information.

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### **Education & Training:**

- **BA Hons Business Studies**
- Finance for non financial managers
- Advanced Managerial Skills
- Presentation skills

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### **Interests:**

Only a brief outline. Gym, diving, skiing, running half marathons, playing a musical instrument, dog walking, family, horse riding, reading sci-fi, history, languages....

**The ideal CV will be no more than 2 pages. Once you have written your CV, get a friend to look at it. Check for grammatical & spelling mistakes!**