# A blue text on a black background  Description automatically generated

# Principal People – CV Template

Should you wish to discuss this template in more detail or require any assistance in your HSEQ job search, please reach out on the details below.

We also have some useful job-seeker tools and insights that can be found below.

**Job-seeker tools:**  <https://www.principalpeople.co.uk/job-seekers/tools-and-resources> **Job-seeker insights:** <https://www.principalpeople.co.uk/insights>
**Open vacancies:** [https://www.principalpeople.co.uk/job-search#](https://www.principalpeople.co.uk/job-search)

**E:** info@principalpeople.co.uk **T:** 01252 759 162 **W:** [www.principalpeople.co.uk](http://www.principalpeople.co.uk)

**[DELETE THIS PAGE BEFORE SUBMITTING YOUR CV]**

**Profile**

Talk about yourself, i.e. your experience, objectives, and what skills you can bring to a future employer. This is an opportunity to be noticed, make it different.

**Qualifications**

* (Year completed) (Qualification Name) (Where studied)
* (Year completed) (Qualification Name) (Where studied)

**Professional Memberships**

* Membership Name

**Employment History**

Add employment history with current position first working back. Please add months as well as years, this shows a future employer any gaps in career and continuity.

**Jan 2015 – Jan Present**

**Company Name**

**Title**

Brief Company Overview

* This should be no more than three lines

Responsibilities:

* List responsibilities using bullet points

Achievements:

* Add any achievements via bullet points i.e. if you have designed and implemented a management system i.e. ISO14001, ISO 45001 or if you have been responsible for the reduction of any accidents.

**Jan 2010 – Jan 2015**

**Company Name**

**Title**

Brief Company Overview

Responsibilities:

Achievements:

**Education**

Jul 1986 – Sep 1990 School/University/ College details

* 4 x A Levels – English, Maths, Science, History
* 6 x O Levels – Geography, English, Mathematics, French, History, Science

**Additional Training**

Any training you have undertaken that is worth mentioning.

**Additional Information**

Any information that you feel relevant and makes you stand out from other candidates.

**Personal Information**

i.e. Driving Licence – Full, Clean

**Hobbies/Interests**

Reading; Walking; Swimming

Please note the above information is just for demonstrative purposes. Please spell check once you have finished your CV. You only get one chance to make a good/lasting impression.