NAME & Qualifications, e.g. BSc CEng [write your details in here]

Address, telephone no, email address, all on one line

HOW TO USE THIS TEMPLATE

All text in this colour (green) denotes instructions and should be deleted. Black text shows the information you should provide for each section of the CV. Write or copy and paste your text over the text in black. Leave the blue headings in place

RETAIN THE SAME STYLE AS THE TEXT SHOWN

Paragraph summarising who/what you are, what you offer and what you are seeking .
Bold for this section, with a box around it.
This can be the most difficult part and should normally be left to last.
No more than 4 lines.

- Key Skills bullet points
- No more than 5 or 6
- Keep them to one line each
- Use 'action words'a
- Xxxxxx

CAREER & ACHIEVEMENTS

CURRENT/LAST EMPLOYER, location (Town & County) Jan 19xx – Present

Job Title – Brief description of role & responsibility, its context (size of department/company, etc.) & whom you reported to.

- List of achievements – what you actually made happen
- Bullet points – be succinct, as more detail can be given at an interview
- Probably no more than about 5 per job
- No more than 2 lines each
- Use them to highlight things that you want an interviewer to raise for discussion

PREVIOUS EMPLOYER #1, Town, County Oct 19xx – Dec 19xx

Job Title – Brief description of role & responsibility, its context (size of department/company, etc.) & whom you reported to.

- xxxx
- xxxxx
- xxxxxx
- xxxxxxx
- xxxxxxxx

PREVIOUS EMPLOYER #2, Town, County Feb 19xx – Sept 19xx

Move this whole third employer to page 2 if necessary (Do not split this section over 2 pages)

Job Title – Brief description of role & responsibility, its context (size of department/company, etc.) & whom you reported to. With some employers you will have been in more than one role, which should be shown like this.

- xxxxx
- xxxxxx
- xxxxxxx

Job Title – Brief description of role & responsibility, its context (size of department/company, etc.) & whom you reported to. With some employers you will have been in more than one role, which should be shown like this.

- xxxxx
- xxxxxx
- xxxxxxx

Career continued…

SUMMARY OF ANY PREVIOUS EMPLOYMENT 19xx – 19xx

- Simply list employers, roles and achievements in summary form
- More detail can be covered at interview if the interviewer wishes
- xxxxxxxxxxxxx

EDUCATION, QUALIFICATIONS & PROFESSIONAL MEMBERSHIPS

(A summary of what you have achieved) e.g.:

- Chartered Engineer (CEng)
- Member of the Institute of Materials, Minerals and Mining (MIM)
- Any University: Any degree, Subject Xxxxxxxxxxx 19xx – 19xx
- Any School School: A-levels in Xxxx, Xxxxxxxx & Xxxxxxxxxx plus 19xx – 19xx
  x O-levels/GCSE's (list if desired)

FURTHER PROFESSIONAL ACTIVITY

(Optional section where you can include, in summary form:)

- Training courses attended
- Professional activities such as speaking at conferences, involvement with learned bodies and/or trade associations
- CPD undertaken

PERSONAL

(Here you can give what details you wish, but keep it short)
Date of birth: 12-12-19xx
Status: Married, X children
Nationality: XXXXXXXXXX
Driving licence: ??? (Include HGV, PSV, Fork Lift, etc.)
Hobbies/Leisure-time activities & interests (Include clubs, sports, interests, charity work, etc. but keep short)

KEY WORDS

Page 3 of the CDS CV contains key words describing your expertise and is used by employers when doing a key-word search. It is very important that you include this page and choose only those key words that relate to your experience. If you do not include this page, you risk putting yourself at a disadvantage relative to other candidates.

PLEASE DELETE ALL KEY WORDS THAT ARE NOT APPLICABLE TO YOU

Materials Industrial Sector

Irons	Light metals (Al, Mg, Ti)	Steel/Stainless Steel	Copper alloys
Superalloys	Refractory metals	Precious/noble metals	Building materials
Cement & concrete	Ceramic science	Pottery & whitewares	Technical & engineering ceramics
Refractory & industrial ceramics	Glass containers	Flat glass products	Optical glasses
Acrylics	Engineering plastics	Polyolefins	Polyurethanes
PVC	Styrenics	Thermosetting plastics	General rubber products
Latex	Tyres	Carbon/aramid fibre composites	FRP/GRP
Fibre reinforced ceramics	Metal matrix composites	Biomaterials	Carbon products
Catalysis	Energy storage	Magnetic materials	Optical materials
Photovoltaics	Semiconductors	Coal	Oil
Gas	Petroleum	Energy	All Metals
Nuclear Materials	Uranium,	Radon	Aggregates
Sand	Gravel	Minerals	Clay
Diamonds	Precious/Gem stones		

Technological Process Area

Adhesives	Castings	Cathodic protection	Coatings
Compounding	Corrosion	Design function	Drilling engineering
Energy	Energy storage	Environmental engineering	Environmental issues
Fabrication and joining	Failure analysis	Forming & fabrication	Geology
Geotechnics	Heat treatment	Health and safety	Iron and steelmaking
Lasers	Machining	Maintenance engineering	Materials testing
Metal finishing & surface treatment	Microscopy and/or characterisation	Mineral Extraction	Mineral Processing
Modelling	Mouldmaking	Nondestructive testing	Paints
Petroleum Engineering	Powder metallurgy	Process control	Properties of materials
Quality assurance & control	Rapid prototyping	Recycling/reclamation	Research & development
Rolling	Smart materials	Sol-gel processing	Surface engineering
Thermochemical processing	Tribology	Welding	

Application Area

Academic	Aerospace	Automotive	Architecture, building &

			construction
Chemical/Petrochemical	**Education**	**Environment**	**Electrical supply & distribution**
Electronics & telecommunications	**Engineering textiles**	**Finance/Banking/Accountancy**	**Food & beverage processing**
Land or marine transport	**Law**	**Medical/biomedical engineering**	**Mining**
Packaging	**Pharmaceuticals Plant & equipment**	**Power engineering**	**Remediation**
Retail goods	**Sport & leisure**	**Utilities (gas, water, electricity)**	