**Your Full Name**

Your Address | Your Phone Number | Your Email Address | LinkedIn Profile | Optional: Personal Website

**Personal Profile:**

**Tip (3–4 sentences):** Write a strong, concise summary that highlights who you are, your experience level, and what you are looking for. Also, focus on what you can offer an employer, not just what you want.

**Example:** A results-driven mechanical engineer with 5 years' experience in the maritime industry. Skilled in project management, technical troubleshooting, and client communication. Seeking to contribute technical expertise and leadership skills to a dynamic engineering team.

**Key Skills (Bullet points)**

**Tip:** List 6–8 relevant, job-specific skills. Mix technical and soft skills.

* Project Management
* Client Relationship Building
* CAD Software (AutoCAD, SolidWorks)
* Budgeting and Cost Control
* Team Leadership
* Problem-Solving
* Health & Safety Compliance
* Time Management

**Professional Experience:**

**Tip:** List your most recent roles first. Focus on achievements, not just duties. Use bullet points. Start each point with a strong action verb.

**Job Title   
Company Name**  
Month/Year – Month/Year

* Led a team of 5 engineers delivering projects worth £1M+, achieving all deadlines ahead of schedule.
* Streamlined reporting processes, cutting administrative time by 20%.
* Trained new staff in HSE compliance, improving safety audit results by 15%.

(Repeat this format for each position – go back about 10–15 years or 4–5 relevant roles.)

**Education:**

**Tip:** List your highest qualification first. Include dates, institutions, and course details if relevant.

**Degree or Qualification**  
University/College Name — Year Completed

**Example:**  
BEng (Hons) Mechanical Engineering  
University of Southampton — 2018

Include any relevant certifications too, like NEBOSH, PRINCE2, STCW, etc.

**Additional Training & Certifications:**

**Tip:** List short courses, safety training, licenses, or industry certificates that boost your profile.

* IOSH Managing Safely (2022)
* Offshore Survival (BOSIET) (2023)

**Professional Memberships (if applicable):**

**Tip:** Shows credibility and engagement in your industry.

* Member, Institute of Marine Engineering, Science & Technology (IMarEST)
* Member, Chartered Institute of Logistics and Transport (CILT)

**References:**

Available upon request.

**Tip:** You don't need to list references on your CV unless specifically asked. Save space for your achievements!

**Extra CV Tips:**

✅ Keep it to **2 or 3 pages maximum** unless you're highly experienced (senior-level).  
✅ Use a **simple, clean font** like Arial or Calibri, size 10–12.  
✅ **Take** a copy of your cv with you to the interview.   
✅ **Remove** **spelling mistakes!** Always proofread carefully.