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you@email.com

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1 Vet Jobs, Your Town, VT1 2JB

Your Name

Professional profile

Explain to the employer why you're applying for their job. This is your first opportunity to make a good impression so talk about the skills you'll bring to the job and what you hope to achieve. Stick to a maximum of three brief sentences.

Career summary

Practice or company name, Location

Job title: MM YYYY – MM YYYY

Summarise your key responsibilities and achievements in this role

Use real examples that are relevant to the job you're applying for

Be brief and to the point

Start with your most recent job



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Practice or company name, Location

Job title: MM YYYY – MM YYYY

Explain any career breaks truthfully, don't ignore them in your CV

Make sure your LinkedIn profile matches up with your CV

If relevant, date your employment history back 10 years

Graduates should include work experience and placements

Education

Subject name and degree classification University MM YYYY – MM YYYY

List your key achievements whilst at university.

Start with your highest level of qualification. If you have completed a postgraduate qualification, such as the RCVS Certificate in Advance Veterinary Practice, include this first.

Mention any areas of specialisation.

Qualification (A-levels or vocational) College MM YYYY – MM YYYY



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Subject: Grade:

List A

Any B

Subjects C

Here D

Qualification (GCSEs)

School

MM YYYY – MM YYYY

Subject: Grade:

List A

Any B

Subjects C

Here D

Professional development and key skills

Highlight relevant CPD courses that you have completed. If you are applying for locum positions, consider including recent CPD courses in an appendix to your CV.

If relevant, include a note about any research you've completed.

If you've received any professional awards, include them here.



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Note what professional bodies (e.g. RCVS) that you're a member of and how long you have been a member.

Include any key skills such as another language, experience with a particular procedure or equipment etc.

Interests and hobbies

If appropriate and professional, list any interests or hobbies.

Include volunteer work if completed, mentioning dates and organisations.

References

References provided on request.

Remember: your CV should be no more than two pages long!