

# Non profit curriculum vitae template

**TOP TIP!** Choose a clean, professional font, such as Arial, Trebuchet or Verdana not a 'friendly' one such as Comic Sans MS or a font with a serif such as Times Roman or Garamond.

## Personal details

Your CV should begin with your name. Your contact details can either go at the beginning or the end of the CV – see below. Contact details should include your address, email, landline, mobile and links to any professional networking profile, for example, LinkedIn.

Underneath your name/contacts include a short personal statement setting out your key skills and attributes. More and more employers are selecting on the basis of the skills and attributes that are necessary in order to be effective in the role. Irrespective of the length or breadth of experience, can the person 'do the job'?

Your personal statement should be an affirmation of you as a professional. It will be the first thing the employer will read. Use words like 'I' and be positive. For example, "I am an effective team-player" sounds more positive and confident than "I like working as a member of a team".

Length should be around three or four short sentences, six lines or a series of bullets can also work.

Here are a couple of examples:

### Example 1

A corporate director with 11 years experience at senior management level in the public and voluntary sectors. Specialist knowledge in three areas: children's services, housing, and education. Extensive experience working with local government leadership teams, with senior officials across Whitehall and at board level with private sector partners. I offer intelligent and creative leadership which can energise and focus a business. My personal skills centre on the ability to motivate organisations around a small set of critical outcomes and get things done.

### Example 2

- Marketing director with extensive experience across IT and marketing services organisations in emerging and mature markets in Europe and the US
- Skills in defining business and marketing strategies, creating strong technology brands, designing and directing sales enablement models, developing strong affinity partnerships
- Global and regional responsibilities for branding, product management, go-to-market plans, product and services positioning
- Extensive experience in all marketing communications and branding disciplines
- Strong communications experience in support of flotation, mergers and acquisitions

## Current (or most recent) employment

This should be in a separate section rather than included in your 'Employment History' section. Your current or most recent experience will usually be the most relevant to the employer.

They will, of course, want to know key facts such as your job title, salary, the date you took up the position and your notice period.

They will also want to know what your duties and responsibilities are, or were. You should not assume that the job title says it all. Words like 'coordinator', 'manager' or 'director' are used in many different contexts and can mean very different things.

**TOP TIP!** Do not simply copy and paste your current job description into your CV. Simply setting out the scope of the role will not highlight your personal contribution. What value have you added? How have you made a difference?

**TOP TIP!** You should set out your key personal achievements in the role. What have you personally done? Include things like:

- income targets
- amounts raised
- budgets managed
- staff managed
- policies developed
- changes implemented

Use the following approach to structuring your information:

Current employer	Job title	Dates
Responsibilities and achievements: <ul style="list-style-type: none"><li>• x</li><li>• y</li><li>• z</li><li>• etc</li></ul>		

## Employment history

Begin with the most recent and work backwards.

Do not provide substantial detail about jobs that are not relevant to the role or roles you are now applying for. The employer is not likely to be interested in temporary or casual jobs you have held a long time ago.

Your employment history should demonstrate consistency and progression. Explain any gaps and don't try to airbrush them out. If you have held a number of different positions in different organisations and different sectors, it may be useful to include the reasons why you made these career choices or give the reasons for leaving.

Include the key facts, summarise the key responsibilities and your personal achievements. Keep the sentences short or use bullet points.

**TOP TIP!** There are many ways to lay out your CV but you might want to consider using tables to achieve a consistent layout. Tables make it easy to space information, move chunks of information around and you can hide the gridlines after you've finished.

Try the following approach for your employment history, keeping is consistent with the way you've laid out your current employment (above):

Employer	Job title	Dates
Responsibilities and achievements: <ul style="list-style-type: none"><li>• x</li></ul>		

<ul style="list-style-type: none"> <li>• y</li> <li>• etc</li> </ul>		
<b>Employer</b>	<b>Job title</b>	<b>Dates</b>
Responsibilities and achievements: <ul style="list-style-type: none"> <li>• x</li> <li>• y</li> <li>• etc</li> </ul> etc		
<b>Employer</b>	<b>Job title</b>	<b>Dates</b>
Responsibilities and achievements: <ul style="list-style-type: none"> <li>• x</li> <li>• y</li> <li>• etc</li> </ul> etc		

### Professional qualifications, professional memberships, training

These will be of more interest to an employer in the first instance than academic qualifications.

Your professional qualifications and memberships of professional bodies – for example, the Institute of Fundraising, ACEVO – demonstrate your commitment to career development.

Include any other relevant professional training that you have completed, in the following format:

<b>Institution</b>	Qualification, membership	<b>Dates</b>
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### Volunteering and other positions held

Most people working in the non profit sector, or who are looking to transfer from the commercial sector, will be able to demonstrate their commitment through the voluntary work they do.

Many employers in the sector consider it essential to have had at least some experience of being involved as, or with, charity volunteers, supporters, etc.

You may also have experience of being a member of a voluntary management group such as a school governing body, a management committee or board of trustees.

Include this information in the following format:

<b>Organisation</b>	Role, activity	<b>Dates</b>
<b>Organisation</b>	Role, activity	<b>Dates</b>
<b>Organisation</b>	Role, activity	<b>Dates</b>
<b>Organisation</b>	Role, activity	<b>Dates</b>

### Other skills

This section allows you to expand in a little more detail on other skills you may have, for example, IT. Set out the hardware and software programmes you are familiar with.

It can be useful to state whether you are an advanced user of particular software programme, especially ones that are commonly used in the sector, for example, supporter database software.

If you have a driving licence or languages, include it here.

Use bullet points to present each skill.

## Academic qualifications

Keep this section as short as possible. If you have a degree or any postgraduate qualifications, simply state the subject, the awarding institution and the date. Providing the grade is optional.

There is no need to include the full address of the institution - it simply takes up space.

The details of academic qualifications gained prior to degree level study should only be included if you think that they are relevant. It can be assumed that you had the necessary qualifications in order to gain your degree. If you do want to include these qualifications, name the institution, location and date:

<b>Institution</b>	Qualification	<b>Dates</b>
<b>Institution</b>	Qualification	<b>Dates</b>
<b>Institution</b>	Qualification	<b>Dates</b>
<b>Institution</b>	Qualification	<b>Dates</b>

## Personal interests

Think carefully about what your personal interests say about you before writing a list of things you like doing. If they do not help create a positive, distinct 'picture' of you, why include them?

Including your date of birth is optional. Good employers will have policies that prevent discrimination on the basis of age. In any event, your employment and academic history can give some indication of your age. Awareness of age discrimination has increased over recent years and is now legislated against.

Details of your nationality, ethnicity and marital status are irrelevant for your CV. They are not an indicator of ability so do not include them.

If you require a permit in order to work in the UK then simply say so.

Use bullet points to present each interest or attribute.

## Contact details

It is not necessary to put your personal contact details at the beginning of your CV. It is not what the employer is interested in at the outset.

Provide your address, email, landline, mobile and links to any professional networking profile, for example, LinkedIn.

If you include daytime contact numbers or email addresses, you should expect to be contacted at these times.