

APPLICATION FOR [JOB TITLE] – [DEPARTMENT / AGENCY]

REF: [VACANCY REFERENCE NUMBER]

LOCATION: [TOWN / REGION / HYBRID]

[NOTE: DO NOT INCLUDE YOUR NAME, PHONE, EMAIL OR FULL ADDRESS HERE IF THE ADVERT ASKS FOR ANONYMISED / NAME-BLIND CVs. THOSE DETAILS WILL GO ELSEWHERE IN THE ONLINE FORM.]

PROFESSIONAL SUMMARY

[THREE TO FIVE SHORT SENTENCES. FOCUS ON YOUR ROLE, YEARS OF EXPERIENCE, KEY AREAS OF WORK, AND RELEVANT CIVIL SERVICE BEHAVIOURS.]

Experienced [profession/role] with [X] years' experience across [sector/s, e.g. public, voluntary and private sectors]. Proven track record in [two or three key areas, e.g. stakeholder engagement, programme delivery, policy development]. Known for [behaviour-linked strengths, e.g. delivering at pace, communicating clearly, making evidence-based decisions]. Now seeking to contribute [specific skills or focus] in a [grade, e.g. EO / HEO / SEO] role within [function, e.g. policy, operations, digital] to support [high-level Civil Service or departmental objective].

CORE SKILLS AND BEHAVIOURS

[CHOOSE FOUR TO SIX SKILL/BEHAVIOUR CLUSTERS THAT MATCH THE ADVERT. UNDER EACH, ADD ONE OR TWO EVIDENCE-BASED BULLETS.]

Delivering at Pace

- Consistently meets tight deadlines across [type of work, e.g. casework / projects], by planning ahead, managing risks and adjusting priorities where needed.
- Delivered [brief example: "X project/report/service"] within [timeframe], resulting in [impact, e.g. reduced backlogs / improved service levels].

Communicating and Influencing

- Prepares clear, accessible written briefings and updates for [audiences, e.g. managers, partners, service users].
- Builds effective relationships with [internal/external stakeholders], adapting communication style to secure buy-in and shared understanding.

Making Effective Decisions

- Analyses qualitative and quantitative information to support sound, proportionate decisions.
- Balances risks, stakeholder needs and policy/procedural requirements when recommending options.

[ADD ANY OTHERS RELEVANT TO THE ADVERT, E.G. "Managing a Quality Service", "Working Together", "Leadership", "Technical / Digital Skills".]

EMPLOYMENT HISTORY

[LIST ROLES IN REVERSE CHRONOLOGICAL ORDER. FOR EACH ROLE, USE 2–4 STAR-STYLE BULLETS FOCUSED ON RESULTS.]

[JOB TITLE]

[EMPLOYER] – [MONTH YEAR] TO [MONTH YEAR OR “PRESENT”]

- Situation/Task: [ONE SHORT CLAUSE GIVING CONTEXT, E.G. “Responsible for coordinating X in a busy Y team.”] Action: [WHAT YOU DID – BE SPECIFIC ABOUT YOUR ROLE.] Result: [WHAT CHANGED; USE NUMBERS OR FEEDBACK IF POSSIBLE.]
- [SECOND BULLET: ANOTHER CLEAR EXAMPLE. TRY TO SHOW A DIFFERENT BEHAVIOUR OR SKILL.]
- [OPTIONAL THIRD/FOURTH BULLETS FOR HIGHLY RELEVANT ROLES.]

Example:

- Led the planning and delivery of a new process for handling [type of work, e.g. incoming enquiries] in a high-volume team. Mapped current steps, identified delays and agreed improvements with colleagues. As a result, reduced average response times by around [X%] and improved customer satisfaction scores in quarterly surveys.

[JOB TITLE]

[EMPLOYER] – [MONTH YEAR] TO [MONTH YEAR]

- [STAR-STYLE BULLET DEMONSTRATING A DIFFERENT BEHAVIOUR, E.G. “WORKING TOGETHER” OR “MANAGING A QUALITY SERVICE”.]
- [STAR-STYLE BULLET, DIFFERENT EXAMPLE.]

[ADD FURTHER ROLES AS NEEDED. IF ROLES BECOME LESS RELEVANT OR OLDER, YOU CAN REDUCE TO ONE OR TWO SHORT BULLETS EACH.]

[IF YOU HAVE SIGNIFICANT VOLUNTARY EXPERIENCE, YOU CAN EITHER INCLUDE IT IN EMPLOYMENT HISTORY OR ADD A SUBSECTION “VOLUNTARY EXPERIENCE” USING THE SAME FORMAT.]

VOLUNTARY EXPERIENCE [OPTIONAL SECTION]

[ROLE TITLE]

[ORGANISATION] – [MONTH YEAR] TO [MONTH YEAR]

- Supported [type of activity, e.g. community projects / mentoring / events] by [brief description of actions]. Helped to [impact, e.g. reach X participants / raise £Y / reduce waiting times].

EDUCATION AND QUALIFICATIONS

[LIST HIGHEST LEVEL FIRST. THE DEGREE OF ANONYMISATION MAY DEPEND ON THE ADVERT. IF IT SPECIFICALLY ASKS FOR ANONYMISED CVS, YOU MAY NEED TO OMIT INSTITUTION NAMES AND JUST STATE LEVEL, SUBJECT AND YEAR.]

[QUALIFICATION LEVEL] [SUBJECT]

[INSTITUTION]* – [YEAR COMPLETED]

[*IF THE ADVERT ASKS FOR NAME-BLIND EDUCATION, FORMAT LIKE THIS INSTEAD:]

[QUALIFICATION LEVEL] [SUBJECT] – COMPLETED [YEAR]

[OPTIONAL: "UK UNIVERSITY" / "FURTHER EDUCATION COLLEGE" WITHOUT NAMING IT]

[REPEAT FOR OTHER RELEVANT QUALIFICATIONS – DEGREES, PROFESSIONAL CERTIFICATIONS, RELEVANT COURSES.]

Examples:

- MSc Public Policy – Completed 2019
- PRINCE2 Foundation – 2022
- Level 3 Certificate in [relevant subject]

ADDITIONAL INFORMATION

[USE THIS SECTION TO INCLUDE ONLY WHAT IS DIRECTLY RELEVANT TO THE ROLE OR DEPARTMENT. KEEP IT BRIEF.]

Security Clearance

- [Level, if you can safely state it in line with the advert, e.g. "BPSS", "SC", "DV (current)"]

Technical and Digital Skills

- Confident user of [systems, e.g. MS Office, Excel, Power BI, CRM or case management systems].
- Experience with [any tools or platforms named in the advert].

Languages

- [Language] – [level, e.g. "fluent spoken and written" / "conversational".]

Professional Memberships

- [Relevant memberships, e.g. CIPD, CIPS, professional networks.]

[REMOVE THIS LINE BEFORE SUBMISSION: CHECK THE JOB ADVERT ONE LAST TIME AND MAKE SURE YOUR CV CLEARLY REFLECTS THE BEHAVIOURS, EXPERIENCE AND ANY TECHNICAL SKILLS LISTED THERE.]