

# Civil Service CV Template (UK – 2025 Standard)

Application for [Job Title] – [Department or Agency Name]

Ref: [Job Reference Number]

## Professional Summary

[Briefly describe your current experience and expertise. Tailor it to the civil service role and highlight alignment with key behaviours and strengths.]

## Core Skills

- [e.g. Stakeholder engagement]
- [e.g. Data analysis and interpretation]
- [e.g. Programme delivery]
- [e.g. Written and verbal communication]
- [e.g. Policy development and briefing]
- Success Profile Behaviours: [e.g. Making Effective Decisions, Delivering at Pace]

## Employment History

Job Title

Organisation Name — Month Year to Present

- [Situation: Brief context]
- [Task: What you were responsible for]
- [Action: What you did]
- [Result: Outcome, metrics, or feedback]

Previous Job Title

Organisation Name — Month Year to Month Year

- [STAR example 1]
- [STAR example 2]
- [STAR example 3 (optional)]

## Education

Degree Title or Course Name

Institution Name, Year of Completion

Relevant Certifications or Short Courses  
Institution/Accreditor, Year

## Additional Information

- Security Clearance: [e.g. SC, BPSS, N/A]
- Languages: [e.g. Fluent English, Intermediate French]
- IT Skills: [e.g. Microsoft Office, Power BI, SharePoint]