



**Please return information to either:**

**GENERAL ENQUIRIES**  
mail@winningcv.co.uk

**ORDER ENQUIRIES**  
orders@winningcv.co.uk

## APPLICATION FORM

**Information:** It is only optional to complete all boxes, though the more information the better!

**Format:** This may change slightly – i.e. the boxes will expand as you continue to type information.

**Title:** \_\_\_\_\_ **Date of birth:** \_\_\_\_\_

**Full name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Main Telephone Number:** \_\_\_\_\_ (mobiles with voicemail are best)

**Email address:** \_\_\_\_\_

**Nationality:** \_\_\_\_\_ (optional, though employers cannot discriminate)

- What are your career goals/aspirations? • What do you want to be doing in 5 years?

**A:**

- Key motivations for chosen career path • Why have you chosen this role / career?

**A:**



## SKILLS & QUALITIES

**Skills:** Please underline / highlight / bold the 10-15 skills that most apply to you.

Ability to close deals	Ability to fit in	Ability to learn & develop
Adaptability to change	Administration	Analytical ability
Attention to detail	Awareness of budgets	Awareness of targets
Business acumen	Coaching & feedback skills	Common sense
Conscientious	Creative	Customer service skills
Deadline-orientated	Dealing at all levels	Decision-making skills
Driving licence	Empathy skills	Flexibility
Ideas generator	Influencing / persuasion skills	Investigation skills
IT / computer programming	Languages	Leadership
Logical thinking	Managing expectations	Multi-tasking
Negotiation skills	Numerical ability	Oral communication
Organised	PC literacy	People Management skills
Planning skills	Presentation skills	Prioritising
Problem-solving ability	Project management	Relationship building
Report-writing	Salesmanship skills	Strategic thinking /awareness
Supervisory skills	Team-building skills	Working under pressure
Written communication	Other: _____	



**Personal Qualities** – please underline / highlight which applies to you most (top 5 or 6).

Ambitious	Career-orientated	Committed	Confident / positive
Determined	Energetic	Enthusiastic	Friendly
Hard-working	Honest	Intelligent	Level-headed
Loyal	Personable	Proactive	Professional
Reliable	Resilient	Responsible	Self-motivated



## Some key words to use within your CV

Achieved	Actioned	Appointed	Audited	Budgets	Challenging
Changed	Communicated	Contributed	Co-operated	Dealt with	Developed
Devised	Established	Evaluated	Excelled at	Finalised	Implemented
Improved	Increased	Introduced	Investigated	Learnt	Led
Liaised	Managed	Negotiated	Performance	Pioneered	Planned
Produced	Profits	Progressed	Promoted	Recommended	Responsibility
Resolved	Sales	Saved (costs)	Scheduled	Supervised	Targets
Teach (taught)	Tested	Trained			





## EMPLOYMENT HISTORY

- Evidence of past experiences will indicate future ability & suitability!

**STARTER / GRADUATE CV** - useful supervisory part-time, vacation, voluntary or placement experience.

### PROFESSIONAL CV

- **Management & other experience** (important to show any logical progression).
- **Major achievements / impact on business:** profitability; company & sales growth; cost reduction; implementing company-wide changes.
- **Other achievements:** examples of 'going the extra mile'; excelling in roles; special awards - national, international, company-specific.
- **Key responsibilities:** budgets; targets; direct reports; major projects; mentoring, etc.

### EXECUTIVE CV – same as Professional CV but with...

- **Proven management / executive experience** (proven track record of management).
- **Proven track record:** career progression & undertaking additional responsibilities
- **Strategic management:** examples of strategic focus, thinking and awareness.

- Employer names • dates • job titles • description of role & responsibilities • Key achievements  
• Management, supervisory or team-building experience

A:



## EMPLOYMENT CONTINUED...

- Evidence of past experiences will indicate future ability & suitability!

**STARTER / GRADUATE CV** - useful supervisory part-time, vacation, voluntary or placement experience.

### PROFESSIONAL CV

- **Management & other experience** (important to show any logical progression).
- **Major achievements / impact on business:** profitability; company & sales growth; cost reduction; implementing company-wide changes.
- **Other achievements:** examples of 'going the extra mile'; excelling in roles; special awards - national, international, company-specific.
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• Management, supervisory or team-building experience

**Employment continued:**



## **TRAINING & DEVELOPMENT**

**Shows evidence of learning & potential.**

Courses relating to: sales • business management /awareness • projects • coaching • self-development • professional qualifications • company-specific training/development, etc

**A:**

## **OTHER ACHIEVEMENTS**

• Special awards (Duke of Edinburgh, etc) • School projects • charity fundraising, etc.

**A:**



## EDUCATION

- Main courses (and level) • place of study • dates • qualifications attained • achievements.

### Graduate, Post-graduate & Vocational Qualifications

A:

### Secondary & A-Level Education

A:



## ACTIVITIES & INTERESTS

- Putting spare time to good use • sports • travel • special interests • hobbies

A:

## OTHER INFORMATION

- Other information relating to any part of your CV or chosen role/career domain, etc.

A:

Thank you for completing & returning the Application Form to either:

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*It's all about PEOPLE, CAREERS & SUCCESS!*

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