

Blank UK CV template

HIRING UK, www.hiringuk.co.uk. Downloaded 21 September 2026.

Print this, or copy the structure into a document. It is the layout UK employers expect: one column, no photograph, real headings. Everything in square brackets is for you to replace, and the small print under each heading tells you what belongs there.

[YOUR NAME]

[Town or city] · [Telephone] · [Email] · [LinkedIn, optional]

No date of birth, no photograph, no marital status, no National Insurance number, and no full home address. UK employers do not want them and they can make a rejection harder to defend.

PERSONAL STATEMENT

[Three or four lines. What you do, how long you have done it, the tickets you hold, and what you are looking for. Written for this job, not in general.]

SKILLS, LICENCES AND TICKETS

- [The licence or card the advert asks for, with its expiry]
- [The second most important one]
- [A system, machine or method you are trusted with]
- [Anything the advert names that is true of you]

Put the tickets first. This is the part an employer reads in the first ten seconds.

WORK EXPERIENCE

[JOB TITLE] · [Employer] · [Mar 2023 to present]

- [What you did, starting with a doing word, with a number in it]
- [Something that went better because you were there]
- [A responsibility that shows you can be trusted]

[JOB TITLE] · [Employer] · [Jun 2019 to Feb 2023]

- [Three or four bullets again. Older roles can be one line each.]

Use months, not just years. "2019 to 2023" is the standard way of hiding months and recruiters read it that way.

EDUCATION AND TRAINING

[Qualification, place, year]

[GCSEs including English and maths, year]

REFERENCES

Available on request. Never put a referee's contact details on a CV: that is their data, and a CV gets forwarded.