



# CV TEMPLATE

**We have created a CV template overleaf and this is how we recommend you lay out your CV.**

**Before that you might want to start with a cover letter.**

## **Why a cover letter?**

### **The extra mile**

“The extra mile is never crowded”. Not many candidates take the time to write a covering letter, however it makes a great first impression.

### **Be intentional**

This is an opportunity to showcase the research you have done, by clearly highlighting that you possess the most needed requirements and explaining ‘why’ this specific role interests you.

### **Be personal**

Address the covering letter to the specific hiring manager and start by thanking them for taking the time to read further.

### **Be brief**

It is better to be specific, polite and heard than it is to be lengthy and misunderstood.

For more company information visit our website: [scania.co.uk](http://scania.co.uk)

**SCANIA**

**Name:** \_\_\_\_\_

**Contact number:** \_\_\_\_\_

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

**LinkedIn profile (not essential):** \_\_\_\_\_

**Personal Statement** Use this section to add your personal statement, an opportunity to outline your most relevant experience, the core skills you bring, and what you're aiming for in your next role.

**Key Skills**

- Bullet points are your friend in this section. In a world where employers are flooded with applications, bullet points make your specific skills jump off the page.
- This is where you can list a quick snapshot of your key skills – a hiring manager will normally skim through your CV quickly. This section could be key to catching their eye.

**Some examples here:**

- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
- Excellent communication skills, both written and verbal
- Qualified HGV vehicle Technician NVQ Lv3
- Fully qualified first-aider

**Employment History**

Start with your current role and work backwards. For each role, include the company, job title, dates, a brief role summary, key responsibilities (bullet points), and notable achievements.

**Example:**  
**Scania Great Britain**  
Customer Service Assistant  
October 2023 – Present  
In this role I was responsible for ensuring that every interaction with a customer was delivered with professionalism and sincerity.

Working in a fast-paced environment, interacting with customers over the phone, face to face and via email correspondence.

- Delivered proactive customer updates and accurate email correspondence
- Maintained customer accounts with attention to detail
- First point of contact for walk-in enquiries, resolving issues professionally

**Achievement**

Part of a team awarded the highest customer satisfaction scores; recognised as regional customer service champion.

**Education**

Feel free to include your education. There is no pressure to include dates or grades.

**Example:**  
5 GCSE's including English, Maths and Physical Education.

**Hobbies & Interests**

Feel free to add additional information that may be relevant for your employer to know, and to bring some of your personality to life.

Remember to keep it professional and personal. You want to allow the hiring manager to see you as a person and not just an application.

**Example:**  
Outside of work I like spending time with my family, I am very close to my siblings and friends. I am a keen sportsperson and play for my local football club.