Free ATS CV Template [UK]

A plain single-column two-page A4 layout, the safest structure for UK applicant tracking system
s.
Resumelyt UK | uk.resumelyt.com

Full Name

City, United Kingdom | 07xxx xxx xxx | name@email.co.uk | linkedin.com/in/yourname

PERSONAL STATEMENT

Three or four lines summarising who you are, the value you bring and the role you are targeting
. Mirror the wording of the job advert. Write in British English and avoid first-person pronoun
s.

KEY SKILLS

Skill one | Skill two | Skill three | Skill four | Skill five | Skill six

WORK EXPERIENCE

Job Title, Employer, City

Month Year to Month Year

- Delivered [outcome] resulting in [measurable result, for example 18% cost reduction].
- Led a team of [n] across [scope], reporting to [stakeholder].
- Introduced [process or tool] which improved [metric] by [number].

EDUCATION

Degree or qualification, Institution, Year
A Levels or equivalent, School, Year

CERTIFICATIONS AND TRAINING

Certification name, awarding body, year

INTERESTS AND REFERENCES

Keep interests short and relevant. In the UK, references are supplied on request, so there is n
o need to list them here.