

If you are in need of a Free Microsoft Word CV Template, please scroll down below to download. The template is also available in both Open Office Writer format and a Google Doc Format below.

The CV is a two page template as is both typical within the UK, and a popular format preferred by employers/recruiters. The two page format allows for a potential employer to quickly scan the CV and identify key skills, qualities and experiences.

A record number of people are currently being made redundant, and having been made redundant (twice) previously, I know this is not a nice experience. I am not able to do much to help, so I have created a CV template you are all welcome to use. I have used this format for years and it has always received positive feedback.

Preview

Below is a preview of page 1 of the template.

Your Full Name

Address Line 1, Address Line 2, City, Post Code
Tel: 00000 000000| E-mail: name@email.com

A resourceful, hard-working and dedicated individual with a passion for delivering great results. Experienced in working in demanding, target driven customer environments. Excellent knowledge of IT skills with advanced knowledge of Microsoft Office. Able to work well both independently and as part of a team, demonstrating the motivation and multi-tasking abilities required to meet demanding deadlines and targets while maintaining the highest of standards. Articulate and proactive, combines a professional approach with excellent interpersonal skills and can communicate concisely at all levels.

Key Skills & Achievements

- Customer Service
- Strong Communication Skills
- Problem Resolution
- Planning & Organisation
- Administration
- Sales & Target Driven
- Relationship Building
- Excellent IT Skills
- Understanding Client Needs
- Health & Safety

Education & Certifications

Start Date - End Date	Subject and Qualification Name of School, College, University
Start Date - End Date	Subject and Qualification Name of School, College, University
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Page 1 Example

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Open Office Free CV Template

Click below to download for Open Office's Writer.

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Google Docs Free CV Template

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Open in [Google Docs](#)

Other Formats

If you would like the template in a format not listed above, please comment below or [message me](#).

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