Your name:

Sample architecture CV template by RIBA Jobs

Contact details: (address, mobile number incl. country code, and email address)

Personal statement:

Highlight your years of experience, professional qualifications, key skills and the personality traits required for the specific role you are applying for.

Previous job role, company (start month and year/end month and year):

* Purpose of role
* Responsibilities
* Technical and soft skills employed
* Key projects
* Achievements

Professional qualifications:

* For instance, RIBA Part 3 or accredited Principal Designer

Education:

**Graduate degree (Part 2), institution, dates (start M/Y/end M/Y)**

* University subject and grade

**Undergraduate degree (Part 1), institution, dates (start M/Y/end M/Y)**

* University subject and grade

**A-levels, institution, dates (start M/Y/end M/Y)**

* A-level subject and grade

Technical/design skills:

* **Software skills and tools** (e.g., Revit), include proficiency level (e.g., expert, skilled, basic)
* **Environmental design or model making** and level of acquired skill
* Additional qualifications, contribution to practice initiatives or certifications

Other skills:

* **Languages,** include proficiency level (e.g., native, fluent, conversational, basic)
* Holder of full current driving licence

Voluntary experience (if relevant):

* This could be engagement with architectural organizations, involvement in local community initiatives or voluntary charity work

Hobbies and interests:

* List three or four items - keep the focus professional and true to character

References:

* Provide the name and contact details of two referees