

Firstname Lastname

[Optional] 1 Example Street, example town, county, postcode

example@email.com

Telephone numbers

[Optional] Social media profiles

Personal Profile

This is where you would tell the employer about your skills and strengths. Use words from the job description here to show the employer how suitable you are for the role. Sound positive.

Employment History

Start with the most recent job and work backwards.

Include brief details of your role and responsibilities.

You may wish to include here any work experience or voluntary work you have done.

Job title, company name and location, date started – date finished (or to present)

- Include details of your role and responsibilities. Make sure you include tasks that match the job you are applying for where possible. Include key achievements, such as improvements you have made and explain how you achieved them

Job title, company name and location, date started – date finished (or to present)

- Include details of your role and responsibilities. Make sure you include tasks that match the job you are applying for where possible

Education/Qualifications

Start with the most recent and / or highest level of qualification.

Institution/Body, years attended (from – to)

- Qualification name (GCSE, BTEC, BA etc), subject, level or grade, awarding body (if applicable), date achieved

Institution/Body, years attended (from – to),

- Qualification name (GCSE, BTEC, BA etc), subject, level or grade, awarding body (if applicable), date achieved

Awards

If relevant, list key achievements or awards won that are relevant for the job.

- First item
- Next item

[Optional] Hobbies/Interests

List hobbies that can show your skills and strengths or are relevant to the job you are applying for.

- First item
- Next item

References available on request.