

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 yourself, emphasising your skills and strengths. If you are moving to a new industry, explain what transferrable skills you will bring to your new role. Use words from the job description here to show the employer how suitable you are for the role. Sound positive.

Skills

Think of the main skill areas of the job you are applying for and give examples of where you have used these skills. You can use examples from employment, volunteering, work experience or education.

First Skill

- Say where you used this skill, include your role and how you demonstrated the skill
- Give another example

Second Skill

- Say where you used this skill, include your role and how you demonstrated the skill

Third Skill

- Say where you used this skill, include your role and how you demonstrated the skill

Continue giving examples that meet that match the job criteria.

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

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

Volunteering

Add any relevant voluntary experience here.

- Include role, organisation, dates from – to and description if relevant

Additional Information/Additional Qualifications

List additional information such as a driving licence if relevant for the role.

List short courses such as First-Aid at Work if relevant.

- 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.