

YOUR NAME

JOB TITLE

123 Your Street, Your City AB12 3CD • (0123) 456 7890 • yourname@email.co.uk

SUMMARY

Click or tap here to edit text. The summary section of your CV should be a brief summary of your experience, qualifications, and skills. It allows employers to quickly get to know about you and your suitability for the role.

EXPERIENCE

Job Title
Company, City

Jan 2023 - Jan 2023

Click or tap here to edit text. List jobs in order of most recent first. Include any relevant work experience or voluntary work.

- Include key achievements, tasks, and projects.
- Include important keywords taken from job advert.
- Include figures and statistics if you can.

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Click or tap here to edit text. Provide evidence to support any claims you make. For example, if you write 'excellent interpersonal skills' then support this by adding 'as demonstrated when chosen to meet and greet clients'.

EDUCATION

BSc Degree Title (2:1)
University Name, City

Jan 2023 - Jan 2023

Final year project: 'Study and Analysis of Subject'.

Click or tap here to edit text. If a student or recent graduate you can place education section above experience. Include any relevant academic achievements, research, extracurricular activities, projects, or coursework.

GCSE and A Level
School Name, City

Jan 2023 - Jan 2023

8 x GCSEs grade C or above, including Maths and English.

SKILLS

Microsoft Word • Microsoft PowerPoint