

CV Template

Use this template as a guide for writing your own CV

Name:	
Address:	
Telephone:	
Profile	
[Put in a summary of your skills, experience and personal qualities. 'A personal profile' section of this fact sheet will help you.]	
Achievements	
<ul style="list-style-type: none">• [First achievement]• [Second achievement]• [Third achievement]	
Work history	
[List the dates here]	[Employment – include the details of your previous employment with the most recent first. Include your job title, your role and responsibilities and any achievements.]
Education	
[List your school, college or university qualifications here.]	
Hobbies and interests	
[Include hobbies and interests that are relevant to the job you're applying for.]	