#### Name Here website here

Curriculum Vitae House Number & First Line of Address

District

Town/City

POSTAL / ZIPCODE

Mobile / Cellular: (Code) (Number)

Email: namehere@hotmail.com

**Objective**

State your Objectives and Ambitions here. Where would you like to work? What would you like to do? What are your short and long-term goals? How are you improving yourself? Make sure you write this formally and impersonally. **DON’T SAY:** I want to be a movie star. **DO SAY:** I am studying dramatic stage acting and I am aiming to perform on a professional basis.

**Abilities**

List your specific abilities and current learning programmes here. Describe technical skills and applications thereof. **DON’T SAY:** I am a great chef. **DO SAY:** I have been cooking at a 5 star standard for Xyears and I have X certificates in Food Hygiene.

##### Key Skills

**Basic Programmes:** Windows XP OS (95+), Microsoft Office, (Word, Excel, etc),

**Specific Software:** Name Software Program you have commercial experience with here.

**Languages:** English, Spanish, etc

**Acquired Skill Sets (this is my own personal example, replace text with your own Skill Sets)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Applied VS Skill Sets** | **Programming** | **2D Graphics** | **3D Graphics** |
| **Websites** | XHTML 1.0 Transitional, CSS 2.1 , XML, JavaScript | Backgrounds, Dropdowns, Divisions, Text, Hovers | Logos, Backgrounds, Images, Flash Animation |
| **Graphic Design** | Web-Image Embedding | Logos, PDF’s, Layouts | Logos, Replicas, 3DText |
| **Modeling** | **n/a** | 3D Conversion Only | Splines, Box, Lofting, Lathing, Compound Shapes, Modify Stacking |
| **Textures** | **n/a** | Photos, GUI’s, Icons | Materials, Texture Maps, Baking |
| **Animation** | **n/a** | Illustration GIF’s AVI’s | Key Frame Animation |
| **Special Effects** | **n/a** | Gradients, Opacity Maps, Transparencies | Fire, Earth, Air, Water, Space, Particles |

**Education**

**200X-200X** MA (CombHons) Major w/ Minor, UniversityName, University of Town/City

**199X-200X** BSc (Hons) in (Major), 1:1 UniversityName, University of Town/City

**199X-199X** Diploma**: Chemistry, Mathematics, Physics, etc**, HomeTown College

**199X-199X** High School Certificate: **Science Award**, 12 subjects, 11 Grade C+ HomeTown High School

**Prior Employment**

**200X-Pres Position Title, Company Name,** Long Term Full Time Contract

Responsibilities: Describe your job abilities, tasks, responsibilities, etc

**200X-200X** **Position Title**, **Company Name,** Per Contract

Responsibilities: Describe your job abilities, tasks, responsibilities, etc

**200X-200X** (example) **Store Assistant**, **WHSmith Retail**, Part Time Contract

Responsibilities: Open Store, Close Store, Alarms, Keys, CCTV, news preparation, magazine sorting & presentation, news recalls & credit claims, till operation.

**References Available Portfolio Available For Interviews**