Your Name

Email address
Telephone number
Address/general area

PROFILE

A short introduction to your CV and why an employer should hire you. Keep it to 100 words, try to avoid buzzwords like 'dynamic' and 'keen' and, most importantly, make sure it's relevant to the job you're applying for.

KEY SKILLS *Use bullet points - they take up less room and are easier to digest*

- Remember to match your key skills to the job you're applying for
- Aim to include 5-10 different skills

EMPLOYMENT/WORK EXPERIENCE *Highlight any professional experience that is relevant to the role you're applying for. List your key responsibilities and achievements.*

Company Name   Dates of employment
Job title & area of work
- Use bullet points to list key responsibilities and achievements

Company Name   Dates of employment
Job title & area of work
- Use bullet points to list key responsibilities and achievements

EDUCATION *Put your most recent qualifications first*

Course name + predicted grade   Dates of Study
University Name

Course name + grades   Dates of Study
Name of College/Sixth Form

GCSE subjects + grades   Dates of Study
Name of School

INTERESTS

- This is your chance to show employers a bit of personality
- Try to include interests relevant to the role/industry

REFERENCES ARE AVAILABLE UPON REQUEST