**NAME SURNAME**

**Location/Postcode**

**07567891011**

**newname@anymail.com**

**PERSONAL PROFILE**

Your profile is a short paragraph that should summarise you. It should cover (1) who you are, (2) what you can bring to an organisation in terms of experience, skills, personal qualities, and (3) your career aims in terms of type of work or sector sought.

**KEY SKILLS AND ACHIEVEMENTS**

* In short sentences enter your key skills here
* For example IT Literate
* Or First Aid skills
* Or are you a good time keeper-time management
* THINK ABOUT THE ROLE YOU ARE APPLYING TO and
* Try to include and highlight skills relevant to the role being sought

**EMPLOYMENT AND WORK HISTORY** (start with most recent first)

### **Jan 2012 – Jun 2013 Name of Employer Town** **Job Title**

Duties included:

* Use bullet points to outline your key duties including any responsibilities or achievements

### **Oct 2009 – Dec 2011 Name of Employer Town Job Title**

Duties included:

* Use bullet points to outline your key duties including any responsibilities or achievements

**EDUCATION AND TRAINING** (start with most recent first)

**Sep 2004 – Jun 2009** **Name of college/Training centre** **Town**

Qualifications or certificates achieved:

**ADDITIONAL INFORMATION** (if needed)

Write here any additional information you think would be relevant. This section could be used to elaborate on any voluntary work undertaken (in addition to your job role at the time) Voluntary work which has been your main experience during a certain period needs to go into your EMPLOYMENT AND WORK HISTORY section). You can also use this section to explain any gaps in employment e.g. travel abroad, career break. You could include details of driver’s licences and vehicle ownership (if not required to be entered into your KEY SKILLS section above e.g. for the role of a Driver, Sales Rep etc.)

**HOBBIES AND INTERESTS**

Write here details of hobbies and interests that you have which may enhance your application and are particularly relevant to the job role that you’re applying for. Avoid the fluffy stuff that adds nothing to your CV e.g. watching TV.

**REFERENCES**

Available on request