

Contact details

Name:

E-Mail:

Telephone:

Mobile:

Address:

Town:

County:

Postcode:

Personal Details

Personal Statement

You should give the employer a short paragraph about yourself, giving details of what your goals are and how you wish to achieve them. Try to relate this to the position you are applying for.

Technical Skills

List your technical skills as this is the first thing a potential employer will be looking for: e.g. Excel, Word, Power Point, etc. You should also add key information here such as Qualified Certifications, etc.

Work Experience

Employer

Job Title

Start Date

End Date

Skills

Give details of either your most recent jobs or the most relevant jobs to the position you are applying for. Try to use paragraphs to explain your role without including too much information. Remember you want to interest the employer, but want them to interview you to get the details.

Employer

Job Title

Start Date

End Date

Skills

If you have further work experience please complete this optional section. If you have no further positions to add leave this blank and move to the education section.

Education Information

Institute

End Date

Achievements

It is important that you put your highest level of education first so a potential employer can assess you quickly without missing something you want them to see.

Institute

End Date

Achievements

Complete this section to add more educational details

