

Name

Phone

E-mail

Personal Profile

5-6 lines describing your skills, experience and personal qualities that are relevant to the job you are applying for and/or that will be of use and interest to the employer. Try to use the same language used in the job advert/person specification.

Key Skills and Achievements

Any additional relevant skills that you cannot fit into the profile or that you particularly want to draw attention to. Short, sharp, bullet points will draw the recruiter's eye and get their attention. Give examples and outcomes of skills and achievements.

- Add here
- Add here
- Add here

Education

Peterborough College (Dates: From – To)

Course/subject (grade)

Previous School (Dates: From – To)

Course/subject (Grade)

Employment and Work Experience

Job Title, Employer's Name & location (not full address) (Dates: From – To)

- Bullet-pointed sentences detailing your duties and the contribution you have made to this employer's business
- Put the duties/achievements in order of relevance to the business/job you are applying to – most relevant at the top
- Use about 6 bullet points for your most recent job, less the further back you go
- If you are looking for your first job and do not have much or any work experience at this point – don't worry. Expand on work experience or placements, volunteering, education responsibilities or events you have taken part in.

Job Title, Previous Employer Name (Dates: From – To)

- Duties of previous job

For Jobs older than 10 or so years simply, list:

Job Title, Employer (Dates: From – To)

Additional Information

Include other interests and activities that highlight skills and experience that relate to the role. For example, this could include having a driving licence.

References

Available upon request.

NB – Going over to two pages is fine.