**Firstname Lastname**

1 example street, example town, county, postcode
Telephone:
Mobile:
Email: exampleemail@email.com

**Personal Profile**

This is where you would tell the employer about yourself. You can explain that you have recently left education and that you are now looking to find work. Mention your skills and strengths. Use words from the job description here to show the employer how suitable you are for the role. Use positive words – for example, hardworking, motivated, punctual, good communicator.

**Skills**

List your main skills

*
*
*
*

**Employment History**

Start with the most recent job and work backwards. This includes part time or temporary work.

**Job title, employer name and location, date started – date finished (or to present)**

Include details of your role and responsibilities. Make sure you include tasks that match the job you are applying for where possible.
 **Education/Qualifications**

Start with the most recent and / or highest level of qualification.

**Qualification name (GCSE, BTEC, BA etc)**

Subject, level or grade

Name of school, college, university or training provider

Date achieved

**Work Experience**

This is where you tell the employer about any work experience you have done. Explain where you spent your work experience and your main duties.

**Hobbies/Interests**

List hobbies that can show your skills and strengths or are relevant to the job you are applying for.

**References**

You can note‘References available upon request’