**Firstname Lastname**

1 example street, example town, county, postcode  
Telephone:   
Mobile:   
Email: [exampleemail@email.com](mailto:exampleemail@email.com)

**Personal Profile**

This is where you would tell the employer about 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, excellent communicator.

**Employment History**

Start with the most recent job and work backwards.  
Include brief details of your role and responsibilities.   
You may wish to include here any work experience or voluntary work you have done.

**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.

**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

Awarding body (if applicable)

Date achieved

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

Subject, level or grade

Name of school, college, university or training provider

Awarding body (if applicable)

Date achieved

**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’ *Or* Name of referee, company name, address, contact details