**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, interpersonal, excellent communicator, ability to influence.

**Professional Skills**

You may have different types of professional skills so highlight under different headings – for example

**Health and Safety**



**Management**



**Employment History**

Start with the most recent job and work backwards.  
Include brief details of your role and responsibilities.

**Job title, employer name and location, date started – date finished (or to present)**Describe your role and responsibilities here.

**Job title, employer name and location, date started – date finished (or to present)**Describe your role and responsibilities here.

**Job title, employer name and location, date started – date finished (or to present)**Describe your role and responsibilities here.

**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

**Professional Courses**

This is where you tell the employer about any additional professional courses you have achieved – for example, Health and Safety NEBOSH, Computer Training.

**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