**Firstname Lastname**

**[Optional] 1 Example Street, example town, county, postcode**  
**example@email.com  
Telephone numbers**

**[Optional] Social media profiles**

## 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. Sound positive.

## Skills

List some key skills that are relevant for the job you are applying for. You can use skills developed in employment, volunteering, work experience or education.

* First skill
* Next skill

## Work Experience

Start with the most recent placement or job and work backwards. If you have had a real job, you can use the heading “Employment and Work Experience”. Include brief details of your role and responsibilities. Use work experience and/or voluntary work you have done, including informal work, such as babysitting or dog-walking.

**Company name and location, date started – date finished (or to present)**

State your job title or briefly state what you did. Include how you’ve progressed if relevant.

* 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. Include predicted grades if you have these.

**Institution/Body, years attended (from – to)**

* Qualification name (GCSE, BTEC, BA etc), subject, level or grade, awarding body (if applicable), date achieved

## [Optional] Hobbies/Interests

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

* First item
* Next item

**References available on request.**