**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 summarise your skills and strengths, as well as your career goals. Use words from the job description here to show the employer how suitable you are for the role.

## IT Skills

List specific technical skills you have in terms of tools and software, programming languages and operating systems.

* Tools and packages:
* Programming Languages:
* Operating Systems:

## Other Training/Skills

* List other skills and training
* List other skills and training

## 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, company 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, company 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.

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

* Qualification (BSC, BA, GCSE, A level) Course Title/subject
* Modules included (for HE courses only) module description, module description and module description
* Awarding body (if applicable), year achieved

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

* Qualification (BSC, BA, GCSE, A level) Course Title/subject
* Modules included (for HE courses only) module description, module description and module description
* Awarding body (if applicable), year achieved

## [Optional] Hobbies/Interests

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

* First item
* Next item

**References available on request.**