CV Template

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| **[Insert Your Name]**  Address Line 1,  Address Line 2, Address Line 3 (optional)  Post Code  Tel: [Insert phone number]  Email: [Insert email address] |

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| **[Describe your skills and qualities and the career opportunity you’re looking for]**  Tip - Make sure this matches up with the skills required in the job description |

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| **Work Experience**  Date employment started – Date employment finished  **Job role 1**: Company name, Location   * [Insert bullet point list of tasks and duties you completed while working for the company – this will give the employer an idea of your experience]   Date employment started – Date employment finished  **Job role 2**: Company name, Location   * [Insert bullet point list of tasks and duties you completed while working for the company – this will give the employer an idea of your experience   Tip - Include all the job roles you have worked in |

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| **Education**  Date started – Date finished  **School/college name**  Qualification type: Date qualification(s) was achieved   * [Insert bullet point list of your qualifications]   Date started – Date finished  **School/college name**  Qualification type: Date qualification(s) was achieved  Bullet point list of qualifications  Tip – Include your highest level qualifications first |

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| **Key Skills & Achievements**   * [Insert bullet point list of your skills and achievements] |

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| **Interests**  **[Insert one to two paragraphs describing your interests and hobbies]**  Tip: Think about the things you do in your spare time. What skills do they involve and are those skills going to be seen as important to the employer e.g. captain of the local football team suggests good at teamwork and leadership |

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| **References**  Available on request |