FIRST NAME SURNAME

CONTACT NUMBER EMAIL ADDRESS LOCATION

PERSONAL PROFILE

A short paragraph about yourself. This is a great way to grab an employer’s attention. Include you key skills and show off your personality.

This section can be switched up when applying for different roles.

EDUCATION AND QUALIFICATIONS

Starting with the most recent first, include all relevant education and training courses you’ve completed.

*School – Dates:*

Subject – Qualification – Grade achieved.

EMPLOYMENT HISTORY

Starting with your most recent job first, include a brief description of your role using bullet points.

*Job title – Dates:*

* Brief description of duties and responsibilities.

SKILLS

List your skills in bullet points.

* Skill

HOBBIES

List your hobbies.