

Your Name

email@address.co.uk - 07712 345678
99 Example Street, Example Town, EX4 3PL

PERSONAL STATEMENT

Here you should take a few lines, not a few paragraphs (save that for the cover letter) to quickly outline your interest in the role and why you'd be a good fit. Do not list out your skills here as they will be more relevant to employers searching for your CV within a job role listed under "**WORK EXPERIENCE**".

The aim is to highlight your professional attributes and goals, summarising why someone should consider your application.

WORK EXPERIENCE

If you have no work experience (paid or voluntary) don't worry. Expand on your education responsibilities (next section) and apply them to real life scenarios so an employer has an understanding of what you have achieved and how you got these achievements

Job Title – Dates of Employment (date format should be Month YYYY e.g. November 2011 – May 2012)

Company Name - www.examplelink.co.uk

Location

It is very important to include your **dates of employment** regardless of whether you are still in the job you have listed.

Responsibilities:

- Provide key achievements within a role and try to highlight the skills used to obtain your goal
- Try to avoid soft terms like "high energy" and aim for skills used within the role – such as "**programming using C++**"
- Provide enough information to entice your potential employers to call you
- Always keep examples relevant to the role you are applying for
- Try to avoid cliché phrases that don't differentiate you as a candidate
- Always tailor you CV for each job application to match the requirements
- Try not to waffle if you feel like you don't have much to write in this area. Succinct to the point CVs will be preferred as they are quick to read and won't be generic

EDUCATION

You must include all actual results or estimated grades.

GCSE's, June 2003 – June 2008

School Name,

Location

| | | | |
|------------------|---|---------|----|
| Business Studies | A | English | A* |
| Mathematics | A | I.C.T. | B |
| Chemistry | B | | |

PERSONAL INTERESTS

Feel free to list these out in bullets or in a table. If you lack experience for a role that you are deeply passionate about, you may want to mention how you use your spare time to pursue this passion; whether it is in reading about the subject or expanding your technical skills.

REFERENCES

References are available upon request.