

YOUR NAME

123 YOUR STREET, TICKLE-ON-THE TUMM, T3A-3Y5
PHONE (0161) 000-0000 • E-MAIL ME@HOME.COM

PERSONAL STATEMENT

Type here

EDUCATION

School/College Name and address

Level/Certificate

■ Subjects and grades achieved

■

WORK EXPERIENCE

Company/Organisation Name, Address Date from - date
to

Job role

■ Details of what you did/achieved/learned

Company/Organisation Name, Address Date from - date
to

Job role

■ Details of what you did/achieved/learned

■

SKILLS

[Click here and enter information.]

REFERENCES

References and letters of recommendation available on
request.