

## **Your Name**

Address  
Telephone (home)  
Telephone (mobile)  
E-mail

Date of Birth

Nationality

### **Personal Profile**

Summary about what you have done (relevant experience), the skills you have to offer (target towards the advert/job description) and what you are looking to do. 4 lines maximum.

### **Education and Qualifications**

Date                      School  
GCSE –subjects and grades, must include Maths and English

### **Work Experience** (most recent first)

Date                      Company Name, Job Title  
Main responsibilities  
Skills gained and put into context (how?, why?, etc.).

### **Skills**

Languages  
IT skills  
Other relevant skills

### **Interests and Activities**

Not just a list – try to make them relevant to what the employer is looking for – eg. Travelling around Europe helped develop my communication skills through meeting a variety of people.

### **References**

Available on request