**YOUR NAME**

Full Postal Address

Home Telephone Number

Mobile Number

Home Email Address

Work Email address

**Optional Personal Details (if applicable)**

*[i.e. NI number, passport number, marital status, driving licence, etc.]*

## **Personal Statement**

## *[A short paragraph about yourself. An employer will usually be impressed if you itemise a focused idea of where you would like your career to be headed and briefly outline you main achievements and highlights in your career so far. Also add any additional information, e.g. willingness to commute / relocate, etc.]*

***[N.B. Everything should be in third person throughout your CV]***

**Key skills:**

* List your key skills relating to your work experience.

**Education**

**From - To [UNIVERSITY NAME]**

*[Degree Type]* in *[Subject]* with *[Classification]*

**From – To [NAME OF COLLEGE]**

*[List of subjects and grades]*

*[Level: Subject (Grade), Level: Subject (Grade), Level: Subject (Grade)*

**From – To [NAME OF SCHOOL]**

*[List main subjects and grades of GCSE’s or equivalent]*

*[Level: Subject (Grade), Level: Subject (Grade), Level: Subject (Grade)*

**Skills and Expertise**

*[This section should highlight your key skills relating to your work experience. Provide a bullet point guide to the technical skills you possess, training courses, languages spoken, etc.]*

* [List training with level of competency]
* [List courses undertaken]
* [Languages spoken]

**Work Experience**

*[In chronological order with your last job first – in third person]*

**From – To: *[POSITION Job Title]***

*[Name of Company, Location]*

*Project:*

*Description: Key areas / responsibilities, skills gained, etc.*

**Interests**

*List a few of your principal leisure activities so an employer can get an idea of the sort of person you are.*

**Referees are available on request.**