

## Your full name

### Key Skills & Experience

This section should be no more than 100 words and you can write it as a short/concise paragraph or as bullet points. It should give a brief overview of you as a person and what skills you've gained from your degree (if it's relevant to the job you're applying for) and any skills you have gained from voluntary/summer jobs. It's also important to include any transferable skills you've gained from these experiences such as IT skills, leadership skills, literacy or numeracy skills – anything relevant to the job you are applying for.

### Personal Details

Home address  
Home telephone number  
Mobile number  
Personal email address

### Education & Qualifications

If you have not completed your degree and are applying for a job related to your degree then it's worth going into detail about the course units you have done or completed. In particular mention those units that are relevant to the position that you are applying for and what you've learnt from completing that particular unit. A good way to draw an employer's attention is by highlighting a particular project or assignment that's related to the position you are applying for. This will score you loads of points with potential employers.

[Date Attended]: [Name of university]

- [Qualifications gained/expected]

[Date Attended]: [Name of College/Sixth Form]

- [Qualifications gained]

[Date Attended]: [Name of School]

- [Qualifications gained]

### Employment History

Mention any previous work that you have done. Even if it was a summer job or a work placement you did at school, if it's relevant, remember to include it. You never know what type of employment skills employers are looking for and it's common belief that any sort of work history can be a benefit.

[Start & End Date]

[Company Name]

[Location]

[Job Title]

[Main Duties]

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Using bullet points highlight your key responsibilities here. Keep these relevant to the position you are applying for. Do not include more than 5 bullet points unless it's absolutely necessary. Repeat the same process with each job and be sure to include internships, work experience and volunteer work.

### Additional Skills/Attributes

Include anything that you haven't been able to include in any other sections. Make sure it is relevant to the job role that you are applying for. Personality traits such as being a team player, punctual, reliable and dedicated can be included in this section. Also, you can include additional qualifications or practical skills such as driving and speaking another language here.

### Hobbies & Interests

You will not be penalised for leaving this section out but I wouldn't recommend it. This section is particularly important because it shows the employer that you have a life outside work and demonstrates your dedication in a completely different environment.

- Interest 1
- Interest 2
- Interest 3

References available on request