

CV (Template)

Personal Details

Name
Address1
Address2
Address3
Postcode
Tel
Email

Personal Profile

Write a short statement to sell yourself. Show your skills, experience and personal qualities. Use positive words such as: hardworking, confident, adaptable, reliable etc.

Employment History

Write about your employment history starting with your most recent employer

Example:

June 2009-February2011 ABC café, Shildon Waitress

Duties: Serving Customers, clearing and cleaning tables, food preparation, till work

Achievements: Given key holder responsibilities after 6 months

Education & Training

Include all qualifications and training, starting with the most recent.

Life Skills

Write about the achievements you have succeeded in but do not have certificates for.

Example: Perhaps you worked for a friend or family member on a part time basis as an administrator. You do not have the legal qualifications on paper but it will still be looked upon favourably by an employer and so is worth including.

Interests

This is a chance to sell yourself again. Explain how you like to spend your spare time: sports, art, music, Reading etc.

References

References Available on request