**Forename Surname | X Graduate**

**Location: xxxxxxx**

**Telephone: xxxxxxxxxxx**

**Email: xxxxxxxxxxxxx**

Professional profile

Provide a summary of your abilities including detail on the skills and knowledge you have to offer employers, including your educational achievements, grades, courses and projects. Expand on transferable workplace skills you have gained throughout your studies, such as communication, teamwork, organisation, planning, IT skills etc. Also, if you have any impressive extra-curricular activities, then it’s worth touching upon them here and describing the type of work you are interested in.

Education and qualifications

* **College name –** Dates attended (from – to)
  + **Qualification –** Grade
  + **Qualification –** Grade
  + **Qualification –** Grade
* **School name –** Dates attended (from – to)
  + **Qualification –** Grade
  + **Qualification –** Grade
  + **Qualification –** Grade

Achievements

|  |  |
| --- | --- |
| * Add a list of impressive achievements * Positions of responsibility in school * Extracurricular activities * Clubs and sports teams | * Personal projects * xxxxxxxxxxxx * xxxxxxxxxxxx * xxxxxxxxxxxx |

Awards and recognition

* **Award and awarding body –** Date achieved
* **Award and awarding body –** Date achieved

Interests

**Interests:** List any interests that could be relevant to the roles you are applying for, or could generally be deemed as impressive, such as competing in contests, fundraising, volunteering, travelling or playing sports.