SOURCE: BRIGHT NETWORK

**N A M E**

**MOBILE NUMBER; EMAIL ADDRESS; ADDRESS, (LINKEDIN PROFILE)**

**Education and qualifications**

**University, Degree title** *Dates*

* Predicted grade (if applicable)
* Modules (if relevant to your career path)

**School name, Location**  *Dates*

* **A levels:** A Level 1 (Grade), A level 2 (Grade), A Level 3 (Grade), etc.
* **GCSEs:** No. of GCSEs (Grade range), including Maths (Grade) & English (Grade)

**Employment history (Relevant Employment history first then add a section for other employment)**

**job title, company (location)** *Dates*

*(One line summary of what company does if not well-known)*

* Key achievement/responsibility 1 - include skills you’ve developed & use specific examples
* Key achievement/responsibility 2 - include skills you’ve developed & use specific examples
* Key achievement/responsibility 3 - include skills you’ve developed & use specific examples

**job title, company (location)**  *Dates*

* Key achievement/responsibility 1 - include skills you’ve developed & use specific examples
* Key achievement/responsibility 2 - include skills you’ve developed & use specific examples
* Key achievement/responsibility 3 - include skills you’ve developed & use specific examples

**job title, company (location)** *Dates*

* Key achievement/responsibility 1 – include skills you’ve developed & use specific examples
* Key achievement/responsibility 2 - include skills you’ve developed & use specific examples
* Key achievement/responsibility 3 - include skills you’ve developed & use specific examples

**Positions of Responsibility (or extra-curricular)**

**Organisation/Society Name, Position** *Dates*

* Key achievement/responsibility 1
* Key achievement/responsibility 2

**Organisation/Society Name, Position** *Dates*

* Key achievement/responsibility 1
* Key achievement/responsibility 2

**Awards or Skills or Extra Qualifications (dependent on what you’ve done)**

**Award** Brief explanation

**Extra Qualification** Brief explanation

**IT Skills** List major programmes that can use proficiently – most employers expect Word, Excel, Powerpoint

**Languages** Language (level) – only list if fluent or native tongue;

**Interests**

* **Interest 1**
* **Interest 2**

**Referees**

*References are available upon request.*