Title Forename Surname

Full Address, Postcode

Mobile: 07### ######

Email: [########@gmail.com](mailto:######)

**Personal Profile:**

Here you want to demonstrate your skills in the form of one or two short paragraphs. Things like “I am a creative thinker…” or “I can work well both independently and within a team…”. “I am a fast-learner…”, “I have excellent organisational skills…” – you get the idea.

**Employment:**

*January 2018 – January 2019*

**Employer,** Town/City – Job Title

Some of my duties included:

* Remember to include transferable skills they are looking for in the job description/person specification.
* Keep it clear and concise, and don’t forget to spell check!

***Add “Achievements” or “Courses/Training” here if applicable in this role –***

* *Add as above, e.g. Employee of the Month*

*January 2018 – January 2019*

**Employer,** Town/City – Job Title

Some of my duties included:

* Remember to include transferable skills they are looking for in the job description/person specification.
* Keep it clear and concise, and don’t forget to spell check!

***Add “Achievements” or “Courses/Training” here if applicable in this role –***

* *Add as above, e.g. Employee of the Month*

**Familiar Software:** *Add software you can use in order of relevance*

* Microsoft Office / Outlook
* …
* …
* …

**Summary of Qualifications:** *(this section is for any additional qualifications obtained after GCSE’s. We have it above the GCSE’s as it is more recent and likely of higher value, so we want them to see this first).*

* Qualification Name – **Level 3, Grade**
* …

GCSE Results:

* English – **Grade**
* Mathematics – **Grade**
* …

**Skills & Hobbies:** *I would advise adding this section* ***only*** *if the role you are going for requires some personality/creativity or you want to demonstrate you would fit well in the team if you know what they’re like (e.g. department transfer). I would* ***not*** *ordinarily include this.**Ps. for an office role, they love a baker so this usually goes down well.*

* Baking
* Crafting
* Netflix
* …

**Volunteering/Work Experience:** *If applicable*

* **Role & Location** from Date Range

A couple sentences on what you did, try to include “buzz” words related to the role you are applying for, such as “money-handling” or lines like “working within a team to reach the same goal”.

**References:**

Available upon request.

*\*If you do not have any professional references like an old employer, don’t worry, as a teacher or friend can be “character” references for your first job. I usually don’t include them here anyway as this buys you more time to decide who you want these to be and to warn them that they may be contacted.*

*\*Don’t forget to make sure all notes have been removed and the text is* ***black*** *before submission.*