**Your Name**

***Email address***

***Telephone number***

***Address/general area***

**PROFILE**

*A short introduction to your CV and why an employer should hire you. Keep it to 100 words, try to avoid buzzwords like ‘dynamic’ and ‘keen’ and, most importantly, make sure it’s relevant to the job you’re applying for.*

**KEY SKILLS *Use bullet points - they take up less room, and are easier to digest***

* Remember to match your key skills to the job you’re applying for
* Aim to include 5-10 different skills

**EDUCATION** *Put your most recent qualifications first*

**Name of School/College** Dates of Study

*A-Levels/Other relevant qualifications*

Subjects & results

**Name of School** Dates of Study

*GCSE qualifications (or equivalent)*

Subjects & results

**EMPLOYMENT/WORK EXPERIENCE** *Highlight any professional experience that is relevant to the role you’re applying for. List your key responsibilities and achievements.*

**Company Name** Dates of employment

*Job title & area of work*

* Use bullet points to list key responsibilities

**Company Name** Dates of employment

*Job title & area of work*

* Use bullet points to list key responsibilities

**INTERESTS**

* This is your chance to show employers a bit of personality
* Try to include interests relevant to the role/industry

 **REFERENCES ARE AVAILABLE UPON REQUEST**