

Full Name
Address Line 1
Address Line 2, Post Code
Home Phone Number
Mobile Phone Number
[Email](#) Address

Personal Profile

A short paragraph of two or three sentences which summarises who you are and what you do. Use it to highlight your career aim. This statement will give the employer an idea of your background and capabilities, as well as what you could offer to the employment. Use your key strengths.

Strengths

- Use 4-6 bullet points to highlight your key strengths.
- Skills – examples of when used.
- Use descriptive skills and qualities that you have.
- Example:
Numeracy Skills – handling cash payments on a day to day basis at a busy retail establishment.
- Highlight the skills that the employer may be looking for.

Employment History

Job Title

Dates To/From

Company Name

Main Duties:

- Start with the most recent and work your way back.
- Use same method as strengths to write about your duties and responsibilities.
- Highlight skill – provide example.
- Highlight the most relevant strengths required for the job you are applying.

Job Title

Dates To/From

Company Name

Main Duties:

- Try not to leave gaps – explain reasons for any career breaks.
- Voluntary work and Work experience can be included here.

Job Title

Dates To/From

Company Name

Main Duties:

- **One** – example.
- **Two** – example.
- **Three** – example.
- **Four** – example.

Education and Qualifications

School/College/University

Dates to/From

Qualifications:

Example:

Standard Grades

English 2, French 2, Mathematics 3, Chemistry 4

Higher Grades

Graphic Communication B, English A

School/College/University

Dates to/From

Academic qualifications, Professional qualifications, Apprenticeships, 'In House' training courses, membership of professional bodies.

Start with most recent and work your way back.

Achievements and Interests

- This section is optional. Try to make sure any interests or achievements will interest employers.
- It can provide an insight into the type of person you are.

Driving Licence: Do you hold a full driving licence, provisional driving licence

References

If you have room to put your references on – please provide information.

A CV should be no longer than two sides of A4 – if your references are going to put it onto a third sheet then you can write 'References available on request.'

Check beforehand that your references are willing to give you a reference and you have the correct information for them.

If possible – referees should be current or previous employers. Pick people who have a good opinion of you. Do not use a family member.

Reference 1:

Name
Job Title
Address
Postcode
Phone Number
Email Address

Reference 2:

Name
Job Title
Address
Postcode
Phone Number
Email Address