

Your Name

CONTACT DETAILS

Your phone number and email address

PERSONAL PROFILE

A few sentences that convince the reader you have what it takes to do the job.

EXPERIENCE

Job title

Dates of employment

Company name

- Highlight key projects you worked on.
 - How did you make an impact?
 - What did you learn?
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EDUCATION

Degree name and classification

Dates of study

University name

A Level subjects and grades

Dates of study

School name

GCSEs and grades

Dates of study

School name

KEY SKILLS

- Tailor to the job description by targeting required skills.
 - Provide real-life examples where you used these skills.
 - Include a mixture of soft skills and hard skills.
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INTERESTS

- Show them you are a real person with real hobbies.
 - Try to include interests that are relevant to the job.
 - Organised activities like societies, sports teams and volunteering will get you bonus points.
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References available upon request
