

Full Name

[Home address]
[Telephone number]
[Email address]

Personal Profile

[Insert personal profile here]

Career Objective

[Insert career objective here]

Achievements

Awards:

-
-

Memberships:

-
-

Education

[From - To] [Name of the Course] [Name of the Institution]

Grade achieved:

[From - To] [Name of the Course] [Name of the Institution]

Grade achieved:

[From - To] [Name of the School]

[Insert GCSE subjects and grades achieved here]

Employment

[From - To] [Job Position] [Company name]

Main tasks performed:

[From - To] [Job Position] [Company name]

Main tasks performed:

[From - To] [Job Position] [Company name]

Main tasks performed:

Skills

Technical:

Interpersonal:

Other:

Hobbies and interests

[Insert hobbies and interests here]

References

[Referee 1 full name]	[Referee 2 full name]
[Job position]	[Job position]
[Organisation/Company]	[Organisation/Company]
[Address line 1]	[Address line 1]
[Address line 2]	[Address line 2]
[Postcode]	[Postcode]
Tel:	Tel:
Email:	Email: