

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 College]

Grade achieved:

[From – To] [Name of the Course] [Name of the College]

Grade achieved:

[From – To] [Name of the Course] [Name of the College]

[List GCSE subjects and grades achieved]

Employment

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

Main duties performed:

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

Main duties performed:

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

Main duties performed:

Skills

Technical:

Interpersonal:

Other:

Hobbies and interests

[Insert hobbies and interests here]

References

[Referee 1 full name]
[Job position / company name]
Address: [insert here]
Tel: [insert here]
Email: [insert here]

[Referee 2 full name]
[Job position / company name]
Address: [insert here]
Tel: [insert here]
Email: [insert here]