

CV Template

Name
Address (home and term)
Telephone (home)
Telephone (mobile)
E-mail

Personal Profile

Summary about what you have done (degree, relevant experience), the skills you have to offer (target towards the advert/job description) and what you are looking to do. 3 lines max.

Skills

Languages
IT skills
Other relevant skills

Work Experience (most recent first)

Date Company Name, Job Title
Main responsibilities
Skills gained (communication, team work, interpersonal, problem solving, etc)

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Education and Qualifications

Date University, Course, Qualification (grade or predicted grade)
Subject
Modules studied, dissertation

Date School / FE College
A Levels (grades if good) / Other qualifications

Date School
GCSE – number of subjects, including Maths and English

Interests and Activities

Not just a list – try to make them relevant to what the employer is looking for – e.g. Travelling around Europe helped develop my communication skills, through meeting a variety of people.

References

Available on request