Name

Basic address details (town, not full address)

Telephone:

Email (ensure a professional email address):

Full, Clean UK Driving License (or other useful info pertinent to the role)

**Personal Profile**

Short paragraph detailing your strengths and experiences. Best tailored to each specific role you apply for. Also include why you are interested in that role and where you might see yourself in the future following that career path.

Example – If you were applying for an admin role, you might include that your strengths include MS Office and communication.

**Employment History**

(Most recent employment) **Date range From - To: Role name**

**Employer:**

**Key skills / achievements:**

Outline duties completed within the role. Bullet points encouraged

**Date range From - To: Role name**

**Employer:**

**Key skills / achievements:**

Outline duties completed within the role. If you have similar duties as above, avoid repeating and use the space for other duties.

**Example:**

**March 2020 - April 2023: Administrator**

**Employer: Admin ABC**

My daily administrative duties include:

* Answering calls
* Responding to emails
* Drafting complex documents
* Updating company databases
* Supporting senior management team

**Best practice would be to include a minimum of 10 years of employment, focussing on the roles relating to the role applied for to showcase your experience.**

**Full employment history available on request** (this can be added if you have had a few stop gap jobs or have been in employment for a long time with multiple jobs)

**Education**

**Institution where studied. Nov 2014 - Jan 2015:** L2 Functional Skills Maths, English and ICT

**Institution where studied. Oct 2014:** L3 Certificate of Assessing Vocational Achievement

L3 NVQ in Hospitality Supervision

**Institution where studied. 1997-2002:** Achieved 7 A-C GCSE’s including Maths and English

**References available upon request. Do not list personal information about previous employers on your CV.**