Full Name

Home Address

Contact Number

Sensible email address

Personal Summary

*A short paragraph – 4 or 5 sentences which describes you, your skills and your career aims and something which makes you stand out from the crowd*

Key Skills

*Skills that you have that are relevant to the job you are applying for – check out the job description,*

Employment History

*Include most recent first – not just paid jobs, but also periods of work experience & voluntary work*

Most Recent Job

(From – Present)

Brief description of role:

* …
* …
* …

Previous job

(From – To)

Brief description of role:

* …
* …
* …
* …
* …

Education

Moulton College, West Street, Moulton, Northants. NN3 7RR

Dates (From - To)

* *Qualification plus grade*

*(Include functional skills and work based qualifications)*

****Secondary School Name****

Dates (From - To)

e.g. *5 GCSEs, grades 9-4, including Maths and English and also highlight any good grades or achievements*

Hobbies & Interests

***This section must be relevant to the job you are applying for.***

*Add details of those that demonstrate skills or character or are relevant to the job.*

*Add any hobbies or interests that involve being part of a team, having a level of responsibility or membership of any societies/clubs*

References

References are available upon request.

*You do not need to give the details of your referees (usually two) but make sure that they are happy to give you a reference and know that you are currently applying for jobs*