Name

Address

Main Contact Number

**Profile**

*In about 100 words describe the skills, experience and recent qualifications (if relevant) that make you the ideal candidate for the role*

*Ensure you tell the employer why you want to work for them and what skills, experience or personal attributes you’ll bring to their business that will make you a valued team member*

*Include some research on their business as well as their values and state why you believe you would be an asset to their organisation both now and in the future*

*Remember this is what the employer see’s first so make yourself stand out from the crowd and add some passion and interest!*

**Skills**

* *List using bullet points a list of skills you gained in your previous employment*
* *These can be professional qualifications/skills such as “Metal working or “Microsoft Office” as well as personal attributes such as “Customer service” or “Telephone manner”*

**Employment History**

*Starting with your current or most recent role list your past employment history dating back to the last five years. You can add more if relevant but remember you need to keep your CV to a maximum of two page’s so add more detail to the most relevant and recent employment*

**Role – Employer’s name – Location – Dates**

*(EG. Admin Assistant - Isle of Wight Jobs – Newport - Jan 2013 to July 2013)*

**Duties**

* *List using bullet points your main duties and responsibilities in each particular role*
* *Look at the list of duties in the job description and ensure you include them here.*
* *If there is a skill listed which you haven’t learnt before think about transferrable skills and be creative*

**Education**

*Starting with your most recent level of education list the name of the School/College and the qualifications gained*

*Also include any professional qualifications or training you gained in your previous employment*

*(EG -* June 2013 - National Diploma in Drama studies – Vectis College – Pass)

**Interests**

*This is where employers get to hear about what interests you. It gives them an insight into the activities you enjoy outside of work*

*It’s important to list any groups, clubs or organisations you are a member. For example a sports team or a voluntary society*

*If you aren’t a member of any clubs think about any constructive activities you do at the weekends such as organising social events or repairing your car*

**References**

*Unless asked by the employer in the job description there is no need to list your references address and telephone number*

*It’s best to just say “References available upon request”*

*Employers will only ever ask for references if you are successful. They would never call a referee, (unless stated in the job description), prior to interview*