

Joe Bloggs *your name here*

Are you practical, creative? Are you working towards a particular goal or for a career in a specific industry? Insert two or three sentences of general text here to describe you and your ambitions.

a brief personal statement

Key Skills

- Communication skills
- IT/technical skills
- Practical/maintenance skills
- General office/administration

add a short list of key skills

Current Position/Course

write about your existing course, job or volunteer role you are involved with

Job/Course Title (if job: paid/voluntary?) From (date) – To (date)
Company/College Name and address (if job: salary?)

Company description – what is the type of organisation or department you are working for? How large is it? What type of people do you have to interact with on a daily basis?

Key duties

What are you doing/learning?

If you are working or volunteering - Describe the tasks you carry out as part of your role:

- administration – what size office you work in, what systems or databases you may use
- art & design – helping to create artwork – a flyer or poster for example
- building, maintenance and labouring – any physical work carried out, this could be cleaning, repairs, gardening, painting decorating...
- communication and customer care – are you a point of contact for clients or customers? What do you do and via what means (face-to-face, telephone, email)?
- health and safety - if you help with the running of a building or site, if you carry out risk assessments, health & safety for your place of work
- IT – what software/hardware you use, whether you support others, maintain networks and systems or carry out any programming
- mentoring other volunteers or your peers or new staff
- press and marketing – do you help promote activities of your organisation? This can include media such as newspapers as well as social networking such as facebook or twitter
- responsibility – have you ever had to lead a particular task or project on your own? Who it was for? What did you achieve?
- Any other duties you feel are relevant to show what you can do and what you're made of.

If you are on a course - Talk about modules or projects you are taking part in, key skills you are learning and what qualification you hope to achieve.

Alternatively, just leave this bit out altogether and put your **Education History** here

Employment History

list your work history
most recent first

If your work history isn't very long you can also add any voluntary or work experience roles. Use any experience you have to show that you are reliable, enthusiastic and hard working.

Job title
Address
Brief description of the job and your key responsibilities (2-3 sentences).

From (date) – To (date)
(salary)

Job title
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Brief description of the job and your key responsibilities (2-3 sentences).

From (date) – To (date)
(salary)

Job title
Address
Brief description of the job and your key responsibilities (2-3 sentences).

From (date) – To (date)
(salary)

Training

any work related training

Maybe you have taken part in a short first aid course, for example.

Title of certificate or course attended
Trainer or certificate provider
Brief description of the course or what you learnt.

Date achieved

Education

list your qualifications

If you are applying for your first job, put this part before your employment history or work related training.

Qualification
Educational establishment name
List in order most recent first

Date achieved

Referees

add details of
two referees

Referee's Name
How you know them
Contact address, number and email

Try to pick people who know you because you have worked for them or you have been their student, not a friend or relative.

make sure you ask them first!

and don't forget...

Your Name, Address & Contact Details
Email:
i.e. johnsmith@hotmail.com looks better than
lazydog@hotmail.com
Telephone number: 0117 123 4567

make sure your email address looks professional

make sure you use a working telephone number