

## Curriculum Vitae

Full Name

Address

Postcode

Home Telephone Number

Mobile Telephone Number

[youremail@youremail.com](mailto:youremail@youremail.com)

Driving License?

### Personal Profile

Your profile should be a brief outline describing the type of person you are, along with strengths and qualities. Profiles / Overviews should be concise, approximately 30 – 50 words should be sufficient. Use this section to SELL yourself. Personal qualities, experience and skills can all be incorporated under personal profile.

### Key skills / Achievements

This should sum up what you can bring to your chosen industry sector.

### Employment History

Depending on age / experience and other various factors, we normally suggest only including the last 10 years of employment history.

Start with you present or most recent job held:

Company Name and Job Title

Dates from / to

List in bullet points your duties / responsibilities held:

- Type Here
- Type Here
- Type Here

Previous Job:

Company Name and Job Title

Dates from / to

List in bullet points your duties / responsibilities held:

- Type Here
- Type Here
- Type Here

Previous Job:

Company Name and Job Title

Dates from / to

List in bullet points your duties / responsibilities held:

- Type Here
- Type Here
- Type Here

### Education / Qualifications

Year to Year – School Attended

Exams Passed: You do not need to include all the exams taken

### Courses Attended

If up to date and relevant.

### Additional Information

Marital Status (Optional)

Health (Optional)

Nationality (Optional)

### Hobbies and Interests (Optional)

I am very keen on...

I like to listen to...

I enjoy going to...

I also like...

I'm enthusiastic about...

And I'm also keen on...

### References on Request

OR

### References

Personal referees, one of whom is normally your current or previous employer, can also be quoted on your CV.

If possible, you should establish with your company before you leave that they are prepared to give you a reference.

The other referee could be a personal friend, teacher / Lecturer or professional acquaintance, who should not just write about "what a nice person you are" but be able to refer to your skills, experience and ability.