**CURRICULUM VITAE**

**Name**

Address

Tel: [•] • Mob: [•] • Email: [•]

**Personal Profile**

Include a brief summary (3-4 sentences) about yourself and if possible; relate it to the current job role you are applying for.

**Key Skills**

List your key skills here for example:

* Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint Confident
* Excellent communication skills, both written and verbal
* Conscientious and meticulous
* Punctual and flexible etc.

**Areas of Expertise/Professional Skills**

List your main areas of expertise with bullet points; include any key points that will pertain to the position you are applying for.

**Career History**

List all of your jobs chronologically, with the most recent first.

**Dates you worked**

**Company Name**

**Position Held**

Include 3-4 sentences or bullet points if you prefer about the duties and responsibilities you held during this role. You could also add another paragraph of any achievements/targets you have acquired.

**Training and Development**

* List them in bullet points

**Professional Qualifications**

* List any professional qualifications here and if you include a degree, you could include a few sentences about the modules you studied or the tasks you completed

**Education**

Include institution and the year attended as well as the qualification subjects and the grades you achieved. If the qualifications were poor, leave these out.

**Interests**

This section isn't completely necessary so if you don't have any; you can exclude this section. Otherwise this is a great opportunity to make yourself stand out by including any unique hobbies you may have.

**References are available upon request.**