

FIRST NAME
LAST NAME

Address | Phone | Email



Personal Statement

Write a few lines to outline your interest in the role and why you'd be a good fit. Don't write too much, save that for a cover letter and tailor this where appropriate.

Key Skills

List your key core skills and examples of where and how you have used these to benefit a project, team event, previous employer, club etc. Example: Leadership – Being responsible for a team in two of my past jobs who were given specific weekly targets. By giving certain team members roles and enabling them to reach their full potential we could achieve that target successfully.

Education and Qualifications

Degree, A Level's, College qualifications, GCSE's, Other

Work Experience (Include all your work history, if there are gaps, explain why?)

Manager | 24-7Staffing | January 2018 – Present (Example)

This is the place for a brief summary or list of your key responsibilities and accomplishments.

Travelling | January 2017 – 2018

Job Title | Company Name | Dates of Employment

This is the place for a brief summary or list of your key responsibilities and accomplishments.

Personal Interests

This is an opportunity to outline what your interests and hobbies are and if they relate to the role, even better but otherwise it gives an insight into you and how you might fit with the team/company. You might also like to include information such as a clean driving license.

References are available on request. (Don't feel like you must list your referees straight away)