**Name**

*07888 888 888* **·** *Email\_address\_here@email.com*

**Personal profile**

***This is your chance to really shine and highlight your key abilities as a candidate. We’d recommend that you steer clear of general statements like ‘a great team player’ or ‘highly motivated’ as these won’t make your CV stand out and don’t really tell an employer anything about you. Instead, try to include elements like the qualities that you can offer, your main qualifications and what you’re looking to achieve in your career.***

I am an experienced and confident [job title] with [number of years] of experience and a strong history in [skills]. I am skilled in [technologies/systems/area of expertise]. I am highly organised with immaculate attention to detail. I am looking to develop a career as a [job title], and build on recent successes such as [recent achievement].

**Core Skills**

***These should be a mix of hard and soft skills. Include any digital and IT capabilities, along with things like communication skills and problem solving abilities, as well as specific areas of work you’ve had experience in. Any extra qualifications you have that are directly relevant to the role can be included here too. Here are some examples below;***

* Mental Health support
* 12 months experience in care
* Enhanced DBS Check certified
* Excellent written and verbal communication skills
* Problem solving abilities and meets deadlines under pressure

**Employment History**

***The role that you’re applying for will list key responsibilities and duties. Try and use this section to show that you’ve got experience in those areas, and have performed the required tasks before, as well as talking about achievements in your role. This is a great chance to show how qualified you are for the role, so make sure that you fully explain the key elements of each role.***

[Job Title], [Company Name]

*[Date M/Y – Date M/Y]*

[Include a short overview of the role]. My core responsibilities included:

* [List key achievements and responsibilities. Some examples below]

**Education & Qualifications**

***Add any academic qualifications here. Give detail about where and when you studied, and your results. Qualifications should be listed in chronological order starting from the most recent.***

[College/University name]

*[Date M/Y – Date M/Y]*

**A Levels:**

[Subject Grade]

[Subject Grade]

[Subject Grade]

[College/University name]

*[Date M/Y – Date M/Y]*

**GCSEs:**

[Subject Grade] [Subject Grade]

[Subject Grade] [Subject Grade]

*OR if you have a long list of GSCE’s to show...*

[Number] GSCE’s, grades [grade range], including Math and English

**Hobbies & Interests**

***This section is optional, but including any hobbies and interests is a great way to show who you are on a personal level. Be careful to ensure what you add here demonstrates that you are right for the role you are applying for.***

**References**

References available on request