Full name

[Home address]

[Telephone number]

[Email address]

**Personal Profile**

[Insert personal profile here]

**Career Objective**

[Insert career objective here]

**Achievements**

**Awards:**

**Memberships:**



**Education**

**[From – To] [Name of the Course] [Name of the College]**

Grade achieved:

**[From – To] [Name of the Course] [Name of the College]**

Grade achieved:

**[From – To] [Name of the Course] [Name of the College]**

[List GCSE subjects and grades achieved]

**Employment**

**[From – To] [Job Position] [Company name]**

Main duties performed:

**[From – To] [Job Position] [Company name]**

Main duties performed:

**[From – To] [Job Position] [Company name]**

Main duties performed:

**Skills**

**Technical:**

**Interpersonal:**

**Other:**

**Hobbies and interests**

[Briefly outline your hobbies and interests (particularly those that are related to the job you are applying for)]

**References**

**[Referee 1 full name]**

[Job position / company name]

**Address:** [insert here]

**Tel:** [insert here]

**Email:** [insert here]

**[Referee 2 full name]**

[Job position / company name]

**Address:** [insert here]

**Tel:** [insert here]

**Email:** [insert here]