**Your Name**

YOUR ADDRESS

EMAIL ADDRESS PHONE/MOBILE NO.

**EDUCATION** (EXAMPLE BELOW)

***Name of school***

***A Levels***

*English A History B French C*

***GCSEs***

*3 A’s : English Literature, Mathematics, Statistics, History, Religious Education*

*4 B ’s : English Language, Core Science, Spanish, Graphic Design, I.T.*

*3 C’s :History, Religious Education, P.E.*

*Put your most recent qualifications first*

**PROFILE**

*A short introduction to your CV. You should explain* ***who you are,*** *a short summary of* ***what you’ll bring*** *to the company, and* ***why you are interested*** *in the role you are applying for. Your profile should be no longer more than 5 sentences* + *keep it relevant to job/course you are applying for.*

**KEY SKILLS**

HERE ARE A FEW EXAMPLES…

* *Work efficiently individually and as part of a team*
* *Excellent written and verbal communication skills*

**EMPLOYMENT/WORK EXPERIENCE**

*Give start and end dates + list key responsibilities and achievements. Highlight any employment and work experience that you have that is relevant to the role you are applying for.*

**INTERESTS**

*Avoid individual-centric interests, like reading, and focus on extra-curricular activities that convey team-work and leadership. Try and keep interests relevant to job/course you are applying for*

REFERENCES ARE AVAILABLE ON REQUEST.

(Employers will contact you if they want the details of your references)