

First Name Surname**Telephone:** *Mobile then landline number***Email:** *Professional email address***Summary**

4–5 sentences: A brief overview of your unique attributes (soft skills), background, and summary of what you are doing at the moment and your future career aspirations (please see below as an example to use):

Key Skills

Examples of hard skills such as ICT, languages, problem solving, team working, subject knowledge etc. in bullet points and then columns.

Training

Any training such as: outdoor pursuits, First Aid, computer training etc. in chronological order. Example below:
Also take this opportunity to share any additional achievements that you are proud of, e.g. Prince's Trust, Duke of Edinburgh Award.

Education and Qualifications

Sixth Form, college, secondary school – dates started and finished and name of establishment, again in chronological order. Example below:

A-levels

GCSEs

Work Experience and Key Achievements

A brief overview of your work experience including where it took place, duration and skills learned from the experience, again in chronological order. Example below:

Start Date – Present

Employment History

If you do have any previous employment history then state it here starting with your most recent employment, state month and year, job role, activities/tasks. If not then leave this out.

Hobbies and Interests

Open with words like: *In my spare time I enjoy...*

References

Available upon request or put names of teachers or relevant ex colleagues with whom you have worked.