YOUR FULL NAME

ADDRESS

EMAIL ADDRESS

TELEPHONE NUMBER

PERSONAL PROFILE

Introduce yourself with your name, and state what you are currently studying (if applicable). After this, create a few short sentences listing some qualities and skills you think you have which employers may be looking for.

For example: I consider myself to be motivated, hard working, confident, and honest. I would put 100% into my role and I can work well independently and as part of a team.

EDUCATION

List any education grades/rewards you may have received. This may be your ESOL qualifications you have received. You can also include Functional Skills English etc. You may also include any other qualifications you may have as this could increase your chance at being successful.

WORK EXPERIENCE

If you have worked previously then you can list your past jobs, the month and year, your role title and the employers name.

For example:

MONTH AND YEAR ROLE TITLE EMPLOYER

May-September 2018 Catering Assistant Mrs J Smith

If you don’t have any work experience, then that is okay! Everyone has to start somewhere and there is a job out there for everybody!

INTERESTS

In this section you can talk about your personal interests and hobbies. This could be what you like to do in your free time and things you enjoy!

For example:

Likes reading and watching films

Loves spending time with friends and family

Enjoys exercise and going to the gym

Has a great interest in fashion/cars/sports

At the end, always make sure you thank the employer for reading your cv.

Thank you for reading my CV and considering my application.