Your name

Address

Mobile number

Email

**Personal profile**

Write a little bit about yourself - what you are good at (personal strengths) and a bit about your background.

I am an ambitious individual who enjoys working with other people.

**Skills and qualities**

Write a small list of the skills and qualities you have.

* IT/Computer skills
* Good communication skills
* Excellent time keeping
* Multilingual

**Employability history**

Here, write about any jobs or voluntary experiences you have done within your life. Start with your most recent role at the top and end with your first job/voluntary role at the bottom.

Job role, organisation, city, country, year, full-time/part-time, what you did in the role

Receptionist, School, Sheffield, UK, 2019 – 21 (Part-time)

Answering the phone, greeting customers and administration.

**Education and training**

List any qualifications or training you have or are doing.

English language, Learn for Life Enterprise, 2020 – present

**Interests and hobbies**

Here you can write about what you enjoy doing in your free time.

I enjoy reading and playing badminton.

**References**

Available on request