

YOUR NAME

Address:

Email:

Mobile:

PERSONAL STATEMENT

(Put in some positive things about yourself and what you could offer an employer) For example: I am a hard-working individual who is not afraid to take on new problems or challenges and see them through to a solution. I am always very determined and committed to whatever task I am set. School has taught me to be a great team player whilst also being self-sufficient, so I am confident working by myself with little instruction. (Keep this to roughly 6 lines).

KEY SKILLS & COMPETENCIES

- Confident in doing (list a task/skill you know the employer is searching for).
- Another skill that you can prove to the employer at an interview, e.g. experience, adaptable or interpersonal skills.
- Any achievements you have gained in your professional or personal life.

EMPLOYMENT HISTORY (you may have had some even if you are applying for work experience or you may reference your work experience here).

Name of your current employer (date started – Present)

Job Title

- For each bullet point list one task you had in the job and explain what you did.
- This way the employer knows exactly what you can do.
- And that you had more than one responsibility.
- Remember to use key mindset when explaining your job responsibilities.

Name of your past employer (date started – date finished)

Job Title

- For each bullet point list one task you had in the job and explain what you did.

QUALIFICATIONS

Name and level of examination grades achieved, for example GCSEs:

School (Date started – Present)

HOBBIES AND INTERESTS

Write in something about what you do in your spare time. This can often help the employer to see you as a person who is interested in other things, and therefore makes you more interesting.

REFERENCES

It is usually easier to say 'available on request'