Your Name

email@address.co.uk - 07712 345678

99 Example Street, Example Town, TA4 3PL

**PERSONAL STATEMENT**

Here you should write a few sentences which summarises your interest in the role and why they should choose you. You need to highlight any characteristics that an employer is looking for and why the company should consider your application. Remember this isn’t a shopping list of all your skills, just a very short summary.

WORK AND VOLUNTARY EXPERIENCE

List any paid or voluntary work you’ve done, starting with the most recent. Make sure it’s in date order, with the dates of when you were there, what you were doing, your main responsibilities and skills used etc. Don’t worry if you're looking for your first job and don't have any work experience at this point. You can turn some of your school experiences or work experience placements responsibilities and apply them to real life scenarios so an employer has an understanding of what you have achieved and the means used to get these achievements.

Job Title – Dates of Employment (date format should be Month YYYY e.g. November 2011 – May 2012)

Business or organisation name

Location

##### Responsibilities:

* Provide key achievements within a role and try to highlight the skills used to obtain your goal
* Provide enough information to entice your potential employers to call you
* Always keep examples relevant to the role you are applying for

Job Title – Dates of Employment (date format should be Month YYYY e.g. November 2011 – May 2012)

Business or organisation name

Location

##### Responsibilities:

* Try to [avoid obvious](http://career-advice.monster.co.uk/CVs-Applications/CV-Advice/what-phrases-should-i-avoid-on-my-cv/article.aspx) phrases that don’t differentiate you as a candidate
* Always [tailor your CV](http://career-advice.monster.co.uk/CVs-Applications/CV-Advice/how-can-i-tailor-my-cv-to-an-audience/article.aspx) for each job application to match the requirements
* Try not to waffle if you feel like you don’t have much to write in this area. Clear and simple CVs will be preferred as they are quick to read and won’t be generic

*For older jobs you should keep the details slightly shorter, remembering to include your dates of employment and key skills obtained/applied to achieve your goals.*

**EDUCATION**

This is where you list your education (school/college/university), starting with the most recent. Make sure you include the name of the school/college, the dates you attended, and the qualifications you achieved.

If you are looking for your first job you probably won't have much or any work experience at this point… don’t worry! You can expand on your education responsibilities and things you’ve done out of school / college, and apply them to real life scenarios to show off your skills. This will give an employer an understanding of what you have achieved and the skills you used to get them. An example might be being Captain of the Chess Club - you would have to organise matches, book rooms and manage your team… all great skills that show off your organisational and management skills! Walking your elderly neighbour’s dog every day shows that you’re caring, whilst washing cars at weekends shows that you’re entrepreneurial and proactive. You just need to get creative and think how you can show your potential employer what an asset you’d be to their team!

Qualification achieved and grade - Date started - date finished, e.g. March 2014 - July 2017

Education provider location

* You can help sell yourself with a few bullet points on what were some of your goals and achievements during your time
* If any skills were learnt that relate to the job you’re applying for, it would be a good idea to mention those to further align yourself with their criteria

**A-Levels or vocational qualification,** Date started - date finished

School or College Name,

Location

Business Studies: A

Maths: B

Chemistry: C

**GCSE’s,** Date started - date finished

School or College Name,

Location

English: A

Maths: B

Physics: B

Chemistry: C

Biology: C

**PERSONAL INTERESTS**

Here you can list anything you like doing in your free time, such as going to the gym, reading or playing golf. Try to make them relevant to the job you’re applying for - if you don’t have a lot of work experience in the role you’re applying for, you may want to say how you use your free time to pursue this passion. Employers might talk to you about your interests in your interview to help make you feel more comfortable.

**REFERENCES**

A reference or referee is someone who your new employer may ask to speak to, to find out what type of person you are. They might ask them if you are hard working or punctual, or details about what work you did. It’s important to always ask people for their permission before you list them as a referee. If you haven’t had a job before, why not ask a teacher or a family friend, or someone where you did your work experience? Alternatively, you don’t have to list your referees on your CV, you can just write ‘References available on request’. If you’re successful your new employer will then ask you for the details of your references.