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1. **PERSONAL STATEMENT**

Include a brief summary (3-4 sentences) about yourself and if possible; relate it to the current job role you're applying for. You can include a few key skills that you feel you possess.

**2. WORK EXPERIENCE/EMPLOYMENT**

**Company Name**

**Position Held**

**Date you worked**

Then include 2-3 sentences, or bullet points if you prefer, about the duties you held during this role. For example; managing a team, handling customer enquiries, achieving a £10,000 revenue target each day.

This is a great opportunity to mention any work-related achievements you may have had, such as a promotion of overcoming a challenge at work, to really make yourself stand out from the crowd.

**3. EDUCATION**

Include qualification subjects and institution as well as the year obtained. If you're including a degree; you could include a few sentences about the modules you studied or the tasks you completed during your education i.e. presentations, team work etc. Include the grades you achieved unless poor!

**4. AREAS OF EXPERTISE/PROFESSIONAL SKILLS**

List your main areas of expertise with bullet points; include key points from the industry/role you're applying to, for example 'budget management', 'data entry' etc.

Do you have good knowledge or skill in specific computer programmes or are you trained in first aid?

**5. PERSONAL SKILLS**

List your key skills here.

* Conscientious
* Confident
* Resilient

**6. INTERESTS AND ACHIEVEMENTS**

This section isn't completely necessary so if you don't have any or don't have the space, you can exclude this section. Otherwise this is a great opportunity to make yourself noticeable by including any unique hobbies or out-of-work achievements you have.

**References are available upon request.**