**Name**

**Address**

**Address**

**Telephone and email**

**Personal Profile**

*A statement of about 30 to 40 words that describe your work skills, such as highly organised, ability to work in a team or alone, motivated by a challenge. Don’t just list your own personal ambitions here, employers want to hire people that will contribute and add value to organisations — so, what are you going to do for them? Write it in the 3rd person (i.e. A highly organised person looking for work in…… NOT I am highly organised…..)*

*A good phrase to use is - Currently seeking employment in/as (mention sector/job)*

**Key Skills**

* *Here list your key skills, remember to match them to the job you are applying for, for example there is no point mentioning interpersonal skills if you are applying for a job as a cleaner! Only list 4 or 5 key skills and make sure that you are able to provide evidence when you go for interview and that what you say is backed up by your experience and training listed in your CV.*

**Work History**

*List both voluntary jobs and paid jobs in the UK and in your country or anywhere else; list your most recent jobs first, picking out the skills that you used and expertise that you developed that’s relevant to the type of work you are interested in doing. Detail the organisation that you worked for, the start and finish dates and your job title*

Date from – date to **Job title** , Name of employer, Town/city, country

* *Give 3 or 4 bullet points maximum. Only mention the key roles and responsibilities relevant to the job you are applying for; instead talk about your achievements and contributions to the business. It’s not what you did but how you did it that counts*

**Education History**

*List most recent first and include any professional qualifications, university, college, and secondary/high school qualifications.*

Date from – date to Qualification, Subject, Institution, City, Country

* *If you specialised at any point or did a paper or project that is relevant to the type of job that you would like to do, write about it here, but use no more than 40 words. Mention any specialist skills you learnt, avoid jargon, and talk up the benefits of what you have studied. Remember anyone can learn the theory; you need to demonstrate that you can apply it and that it’s useful.*

**Other Qualifications**

*Only include this section if you have something to say.*

*Mention any informal qualifications or short courses, in-house training, one day workshops etc which don’t fit under education history. Only mention them if they are relevant to the job you are applying for. Put them in chronological order, most recent first and say the dates, what you studied and where you studied.*

**Awards and membership of professional bodies**

*Only include this section if you have something to say.*

*Don’t hide your talents, if you won an award at school, university or college or if you were employee of the month, passed your SIA badge etc then add it here.*

*Also include any memberships of professional bodies such as The Chartered Institute of Engineers, Scottish Social Services Council, Security Industry Authority etc. Mention the awarding body, the date and the grade.*

**Hobbies and interests**

*List your interests and hobbies here. If you have an interest that is more of a passion for you, where your talent has been recognised or awarded, describe it in greater detail here — up to 40 words. Again, be mindful that it’s not just what you did, but how you did it that will impress a prospective employer. Be interesting! Don’t just say browsing the internet, reading books, speaking to friends…...*

**References**

*Use the name, job title and contact details including address, email and telephone number of a previous employer, voluntary placement supervisor, course leader/tutor, mentor or professor or caseworker here. Don’t use a friend or relative.*