CV Template

Name
Address (home and term)
Telephone (home)
Telephone (mobile)
E-mail

Date of Birth Nationality

Personal Profile

Summary about what you have done (degree, relevant experience), the skills you have to offer (target towards the advert/job description) and what you are looking to do. 3 lines max.

Education and Qualifications

Date	University, Course, Qualification (grade or predicted grade) Subject Modules studied, dissertation
Date	School / FE College A Levels (grades if good) / Other qualifications
Date	School GCSE – number of subjects, including Maths and English

Work Experience (most recent first)

Date	Company Name, Job Title Main responsibilities Skills gained (communication, team work, interpersonal, problem solving, etc

Skills

Languages
IT skills
Other relevant skills

Interests and Activities

Not just a list – try to make them relevant to what the employer is looking for – eg. Travelling around Europe helped develop my communication skills through meeting a variety of people.

References

Available on request