

Your name
Where you are based
Telephone Number
Email Address

Include a quick summary here, 4 or 5 lines will do. Have you recently graduated, what qualification have you obtained? What position do you currently hold and what are your proudest achievements there? You don't need loads of detail, just enough to give a quick overview. Some places could receive 100s of CV's per job, so your opening statement could be all they look at.

Starting with the most recent first.

Employment History/Work Experience

Dates:
Company Name:
Job Title:
Main Responsibilities:
Achievements:

These are pretty self-explanatory. Set them out as bullet points if you can. If you feel there weren't any achievements gained at that particular work place, just leave that out. Don't leave it blank. You can also include any voluntary positions here too, internships, work experience etc.

Starting with the most recent first.

Education

Grade/Certificate Obtained:
Establishment:
Dates:

Skills

What skills do you have? Microsoft Word? Power Point? Excel? Management?

Training

First Aid, Manual Handling, Health and Safety.

Links

Do you have a relevant webpage or a blog that you can link to your CV?

Additional Information

A space to include any other relevant information.