**Your Name**

email@address.co.uk – current mobile number

99 Example Street, Example Town, EX4 3PL

**PERSONAL STATEMENT**

Here you should take a few lines, not a few paragraphs (save that for the cover letter) to quickly outline your interest in the role and why you would be a good fit. This is your moment to SHINE! Be proud of your achievements.

Do not list out your skills here put these in the body of the CV within a job role listed under “WORK EXPERIENCE”. If for example you have a colour degree, it should be stated in your personal statement. Anything makes you OUTSTANDING should be in here! Your personal statement is the hock to invite potential employers to ready on.

If you are struggling, ask friends and family what your personal qualities are that makes you YOU!

The aim is to highlight your professional attributes and goals, summarising why someone should consider your application.

**WORK EXPERIENCE**

**Job Title – Dates of Employment** (date format should be Month YYYY e.g. November 2011 – May 2020)

(Most recent company first)

Company Name

Location

It is very important to include your **dates of employment** regardless of whether you are still in the job you have listed.

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
* Detail your achievements and where you have done something outstanding.

**Job Title – Dates of Employment**

Company Name

Location

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.

Responsibilities:

* Try to avoid cliché phrases that do not differentiate you as a candidate
* Always tailor your CV for each job application to match the requirements
* Try not to waffle if you feel like you do not have much to write in this area. Precise and to the point CVs will be preferred as they are quick to read and will not be generic

**COURSES COMPLETED**

**EDUCATION**

**BA (Hons) 2:1, Subject Name - September 2008 - June 2012.**

University of Example-town

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

**A-Levels, June 2006 – June 2008**

College Name,

Location

Business Studies: A

Maths: A

Chemistry: B

**GCSE’s, June 2003 – June 2008**

College Name,

Location

English: B

Maths: A

Physics: A

Chemistry: B

Biology: B

**PERSONAL INTERESTS**

If you lack experience for a role that you are deeply passionate about, you may want to mention how you use your spare time to pursue this passion. Be it in reading around the subject matter or expanding your technical skills.

**REFERENCES**

References are available on request.