

## **PERSONAL DETAILS**

Name: Anne Other

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Anywhere Town,  
BR18 2CB

Tel: 07354 654789

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Social Media:

## **PERSONAL STATEMENT**

A brief summary about yourself (in 3 – 4 sentences) and if possible relate it to the position you're applying for. Include a few key skills that you feel you possess.

## **WORK EXPERIENCE/EMPLOYMENT**

### **Company Name - Position Held Date you worked**

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

## **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!

## **AREAS OF EXPERTISE/PROFESSIONAL SKILLS/ACHIEVEMENTS**

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?

## **PERSONAL SKILLS**

List your key skills here.

- Conscientious
- Confident
- Resilient

## **INTERESTS AND ACHIEVEMENTS**

This section isn't completely necessary so if you don't have any, you can exclude this section. Otherwise this is a great opportunity to make yourself stand out by including any unique hobbies you may have.

## **REFERENCES**

Are available upon request.