

## YOUR NAME

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You@emailaddress.com | 01234 567891  
1 Job Street, Your Town, AB1 23B

## PERSONAL STATEMENT

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Your personal statement is your first opportunity to make a good impression. Take this opportunity to briefly highlight your professional attributes and goals. Keep this brief – around 50 words is the optimum.

## EXPERIENCE

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*Company name*

*Job Title Dates of Employment (month year – month year)*

- Use bullet points to highlight key skills and responsibilities
- Mention your achievements during your time in that role
- Keep examples relevant to the role you are applying for

*Company name*

*Job Title Dates of Employment (month year – month year)*

- Explain gaps in your job history – whether it was to bring up children, take a gap year or as a result of redundancy.
- Details of your employment history should date back a maximum of 10 years and start with your most recent position.

## EDUCATION

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*BA (Hons) 2:1 Subject Name Dates of study (month year – month year)*

*University*

- If you are looking for your first job and have limited work experience, focus on your educational achievements and any extra responsibilities taken on during your time at school, college or university.



## **EDUCATION (cont.)**

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*A-Levels Dates of study (month year – month year)*

School / College Name

- Subjects & grades

*GCSEs Dates of study (month year – month year)*

School / College Name

- Subjects & grades

## **PERSONAL INTERESTS**

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Include hobbies if they demonstrate a transferable skill ie: if you're the secretary of a running club you're likely to be well organised; if you're in an amateur dramatics group you work well in a team. Again keep this section brief at around 50 words.

## **REFERENCES**

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References available upon request.