

Name
Address
Email
Mobile

Professional profile

Outline in a few lines your interest in the sector and why you'd be a good fit for the role you are applying for.

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

Skills

Here you can put your skills and personal attributes i.e. well organised, computer skills, team player etc. Use bullet points for each skill with an example of how you are able to use this skill. This should be kept short and to the point.

Education and qualifications

Qualifications – list each of your qualifications, such as GCSEs, A-Levels, College or University gained qualifications. Include the college / institution name and dates you attended. Start with the most recent.

List subjects with the grades you achieved for each.

You can help sell yourself further with a few bullet points on what were some of your goals and achievements while you were studying.

If any skills were learnt that relate to the job you're applying for, it would be a good idea to mention those to further align yourself with your chosen career.

Eg:

GCSEs

School, dates attended (Cathedral School 2005-2010)

Subject – grade (English – A)

Work Experience

If you are looking for your first job and do not have much or any work experience at this point – don't worry. Expand on your education responsibilities or events you have taken part in and apply them to real life scenarios. This is so an employer has an understanding of what you have achieved and what you did to get these achievements.

Example company, example job role (part-time / full-time)

Date in role

Duties:

Hobbies and Interests

Here you can briefly write your hobbies and interests. Consider including any membership organisations you are a part of, any volunteering you have done, any relevant events, and if you've taken part in charity work.

References available on request
