

Name

Address

Telephone Number:

Email:

Make sure your email address is suitable for job-hunting. Anything fun or fantasy will not be a professional approach.

Your profile should describe your qualities and suitable characteristics for work and what sort of job you would like to do and why. It should contain two small paragraphs (2-3 lines each).

PERSONAL PROFILE:

Para 1. I am a

Para 2. I would like to work

Your education should be listed with the most recent first and only needs to include college/secondary school with names and dates.

EDUCATION

From - To

Qualifications should be listed with the most recent first. If you have passed three levels of maths you only need to record the highest level

QUALIFICATIONS

Results

Work experience should contain any type of work you have completed, most recent first. Remember also when you have helped somebody out with their work in school or college, this is good experience to record.

WORK EXPERIENCE

***Company, address
Position, dates***

INTERESTS AND HOBBIES

It's important to inject some of your personality in your CV. However if the only thing you enjoy is **for example:** gaming this will create an impression and the employer may stereotype you by thinking you don't move a lot or keep unsociable hours (example). Try and balance your interests like walking the dog or spending time with family/friends.

REFERENCES

It is great to have references on your CV, however if you are using somebody as a reference you must ask their permission first and also ask if they're happy for their name and details to be on your document.

A good example to use for references is:

Available upon request

ADDITIONAL INFORMATION

Have you taken part in any volunteering, do you have any additional training in an area that you haven't mentioned in qualifications?

Do you have a driving licence?

These are examples of what could be added in this section.

Tips:

Finally when you are creating your CV, always make sure you update it before you send it on. Have you still got the same address?

Is your email address current and suitable for applying for jobs.

Have you checked your document for spelling errors?

Always save and send yourself (email) a copy of your CV. An email can be picked up anywhere in future and can be updated.