CV Template

Name
Address (home and term)
Telephone (home)
Telephone (mobile)
E-mail

Date of Birth   Nationality

Personal Profile

Summary about what you have done (degree, relevant experience), the skills you have to offer (target towards the advert/job description) and what you are looking to do. 3 lines max.

Education and Qualifications

Date   University, Course, Qualification (grade or predicted grade)
                Subject
                Modules studied, dissertation

Date   School / FE College
                A Levels (grades if good) / Other qualifications

Date   School
                GCSE – number of subjects, including Maths and English

Work Experience (most recent first)

Date   Company Name, Job Title
                Main responsibilities
                Skills gained (communication, team work, interpersonal, problem
                solving, etc

Skills

                Languages
                IT skills
                Other relevant skills

Interests and Activities

        Not just a list – try to make them relevant to what the employer is looking for –

        eg. Travelling around Europe helped develop my communication skills

        through meeting a variety of people.

References

        Available on request