**Your name**

Your address

Your email address

Your phone Number

**Profile-** *optional*

*This is a great starting point to give an overview of your skills and what you are looking for in your career. You can use this section to highlight any of your achievements or relevant experience.*

***Skills****- optional*

*Depending on the role you are applying for- it can be beneficial to include any skills that you feel may help support your application.*

*I.e. Microsoft experience, customer service, languages etc.*

**Experience**

**Date from and Date to – Job Title- Company Name**

* *List jobs in order of most recent first*
* *Provide a brief description of your role and responsibilities.*
* *Include any achievements or milestones.*

***NB If you have an extensive work history that spans over 10 years, it is recommended to include a line to say that “Previous work history details available upon request.” Which will save you listing out all of your previous roles.***

**Professional Qualifications/Certifications**

*Date- Qualification – result if applicable*

*List qualifications in order of most recent first*

*Here is also a great place to include any relevant professional training courses attended such as First Aid or Manual Handling etc.*

**Education**

*Date- School- Qualification gained – result*

*For multiple qualifications i.e. GCSEs – you can group these together i.e. 8 GCSES grade C or above, including Maths and English*

*List qualifications in order of most recent first*

**Interests –** Optional

*This is a good opportunity to provide any additional information about yourself that might help support your application.*

***Things to consider:***

* *Aim to keep your CV at a maximum of 2 pages*
* *You do not need to include your reference details on your CV*
* *Think of any transferrable skills you may have gained that would be beneficial to your application.*