**Forename Surname**

**Location: xxxxxxx**

**Telephone: xxxxxxxxxxx**

**Email: xxxxxxxxxxxxx**

Professional profile

Provide a summary of your abilities including detail on the skills and knowledge you have to offer employers, including your educational achievements, grades, courses and projects. If you have any part-time work experience, then give an overview here. If not, simply expand on the transferable workplace skills you have gained throughout your education, such as communication, teamwork, organisation, planning, IT skills etc. Also, if you have any impressive extra-curricular activities then it’s worth touching upon them here.

Education and qualifications

* **School/college name –** Dates attended (from – to)
  + **Qualification –** Grade
  + **Qualification –** Grade
  + **Qualification –** Grade

Work experience (If you have any work experience, add it here – if not, delete this section)

**mmm yyyy – Present Company Name, Location**

**Role Title**

*Outline*

Give a high-level overview of the role to show how you fit into the organisation and what the overall goal of your role is. 1-3 lines should be enough.

*Key responsibilities*

* Detail your responsibilities and showcase as much of your skills and knowledge as possible
* Use professional language and show how your duties impact the business where possible
* Give lots of detail in recent roles and less in old roles as you go down the CV
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

*Key achievement/projects*

* If possible, try to add some impressive achievements you’ve made that have had a big impact on the employer or a customer/client

**Mmm yyyy – mmm yyyy Company Name, Location**

**Role Title**

Awards and recognition

* **Award and awarding body –** Date achieved
* **Award and awarding body –** Date achieved

Interests

**Interests:** List any interests that could be relevant to the roles you are applying for, or could generally be deemed as impressive, such as competing in contests, fundraising, volunteering, travelling or playing sports.