

Your Name

Job title you are applying for

Town or city 07700 900000 your.name@example.com linkedin.com/in/your-name

Profile

[Two or three sentences: who you are in work terms, the experience or study that matters for this job, and the kind of role you want next.]

Work experience

[Job title], [Employer, town]

[Month Year]–present

- [Something you did, for whom, and what changed because of it.]
- [A task the job advert asks for, with a number if you have one.]
- [A responsibility, tool or system you used.]

[Job title], [Employer, town], [Month Year]–[Month Year]

- [Your strongest example from this job.]
- [Another task or result.]

Education and training

[Qualification and subjects], [School, college or university], [Year]

[Qualification], [Provider], [Year]

Skills

- [A skill the advert asks for that you can show above]
- [Software, tools or equipment you use]
- [Languages, with your level]
- [Licence or certificate, if the job needs it]

Additional information

[Volunteering, interests that show a skill, or availability. Delete this section if you have nothing useful to add.]