

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.]