


Address 

Phone number 

Email Address 

(make sure your email address is appropriate)

INSERT NAME



PERSONAL PROFILE, ATTRIBUTES & GOALS

This is your space to market yourself. If you put a few sentences here about what your skills are and how they apply to the position – sell yourself a little here!



EDUCATION & TRAINING

School Name Year commenced to Current Year

Currently studying Year ?

List from most recent. List your subjects. You can add qualifications and workshops you may have attended through sports and school.



SKILLS & ABILITIES

Make sure they relate to the position that you are applying for.....e.g. basic mechanical skills, administration skills, typing speed...



EMPLOYMENT HISTORY, DUTIES & VOLUNTEER POSITIONS

Business Name | Position

List from the most recent backwards.



REFEREES

Probably 2 or 3 referees are best. Make sure you ask your referee if they are happy to do this for you so they are prepared if they are contacted by employers and asked questions about you.

Example

John Smith

 Phone Number

 Email