



Blank CV Template

Name
Address
Tel
Email

Personal Profile

(A short paragraph about you, your skills, experience, personal qualities and achievements – make it unique to you but not clichéd)

Education and Qualifications

(College first and work back to your GCSES include your grade and any other qualifications you may have and years attended)

Employment History

(Any part time work including work experience - state the name of your employer, job title and dates you worked)

Key Skills and Qualities

(Only include if there are they are job specific skills you have or need – for example a careers adviser has questioning and interview skills.)

Hobbies and Interests

(What do you like to do in your spare time? But also consider what an employer may take from this)

References

(Personal preference - one personal and one academic, if you would like to include, always ask permission first. If you wouldn't like to include references state - Available upon request)