

Name of person

Mobile: 07999 999999 Email: [a.person@gmail.com](mailto:a.person@gmail.com)

### **Profile or career objective**

Tell your prospective employer what your career aims and objectives are and show them how your skills can be used in their organisation. Be specific about your aims and skills.

### **Skills and achievements**

List and describe your key skills; be specific and give examples. You can also talk about your achievements, choose those that relate to the role you are applying for. You can use bullet points here.

### **Work and volunteering history**

List your job history here – most recent first, dates from and to, name of your employer and your job title. Also add a short description of your role, including skills you think may be valuable to a new employer and the role you are applying for. Don't go back further than 15 years unless you have useful industry experience you want to show.

*2016 -Present: A Star Employment Support Agency – Employment Support Adviser*

- *Description of role/responsibilities*

### **Prior work history**

If you have a long work history, you can add this heading. Briefly list your prior history, without dates to avoid age discrimination and don't go into detail about your whole history.

*ABC Insurance Company – Customer Service Adviser*

### **Education, qualifications and training**

Add any training or qualifications you have, most recent first, with date, provider, qualification and grade. Again, if you went to school a long time ago, just list the GCSE's you have without dates. Also, you can tailor this to the job you are applying for, you may not need to add irrelevant training i.e. if you're applying for an admin job and have done a course in floristry, you can add this to the 'Interests' section.

*Award in Education and Training – East Surrey College – Level 3*

*GCSEs: Maths (C), English (C), History (B) Science (C)*

### **Interests**

Interests show an employer that you are a well-rounded person, and help you stand out as an individual. It also helps to show any transferrable skills you might have.

*Playing football for a Sunday League – shows commitment and that you work well in a team.*