

**NAME**  
**ADDRESS**  
**TELEPHONE NUMBER**  
**EMAIL ADDRESS**

### **PERSONAL PROFILE**

A short paragraph about yourself, your skills, achievements, what you want to do, what job you are looking for, what your aims are and any other relevant information about yourself.

### **KEY SKILLS**

4 or 5 bullet points of your main skills for example, computer literate, customer service skills, first aid, work well under pressure, excellent organisations skills etc

### **EMPLOYMENT HISTORY**

Starting from the most recent job going down.

Company name  
Job title

Start date – End date

- 3 or 4 bullet points of what duties you had to do
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### **EDUCATION HISTORY**

Starting from your most recent education going down to secondary/High school. You can mention any health and safety or first aid courses you have done or any other short courses.

Providers name

Start date – End date

- course name, levels
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### **REFERENCES**

References available upon request.