

Curriculum Vitae

Name

Address

Telephone Number(s) including mobile
e-mail address

Profile

Brief outline of your personality / skills / experience.
(Optional – Brief summary of ideal job)

Employment History

Name of present or most recent company

Dates of employment

Your job title/position

Responsibilities

Your duties/responsibilities, number of people supervised, equipment used etc.

[Continue listing jobs, starting with your most recent previous job and working back until all jobs have been listed, putting less information on the jobs further back.]

Education

Name of school / college / university attended

Dates

List subjects, Degree, A/O-level, GCSE etc. NB, only List subjects and grades of A-levels and Degree. It is usually sufficient to summarise GCSEs, for example '8 GCSEs including Maths and English'

[List most recent first. Do not include Primary Schools.]

Training Courses Attended

(Optional) One line each of course title and dates attended together with any qualification gained

Skills

(Optional) List of your skills which are relevant to the type of employment sought.

Personal Details

Nationality

Transport

Availability

Interests & Activities

A list of activities you regularly participate in or carry out.

References

Usually 2 Referees, including Name, Company and contact details.