Full Name  
  
[Home address]

[Telephone number]

[Email address]

**Personal Profile**

[Insert personal profile here]

**Career Objective**

[Insert career objective here]

**Achievements**

**Awards:**

**Memberships:**



**Education**

**[From – To] [Name of the Course] [Name of the Institution]**

Grade achieved:

**[From – To] [Name of the Course] [Name of the Institution]**

Grade achieved:

**[From – To] [Name of the School]**

{Insert GCSE subjects and grades achieved here}

**Employment**

**[From – To] [Job Position] [Company name]**

Main tasks performed:

**[From – To] [Job Position] [Company name]**

Main tasks performed:

**[From – To] [Job Position] [Company name]**

Main tasks performed:

**Skills**

**Technical:**

**Interpersonal:**

**Other:**

**Hobbies and interests**

[Insert hobbies and interests here]

**References**

**[Referee 1 full name] [Referee 2 full name]**

[Job position] [Job position]

[Organisation/Company] [Organisation/Company]

[Address line 1] [Address line 1]

[Address line 2] [Address line 2]

[Postcode] [Postcode]

**Tel: Tel:**

**Email: Email:**