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| --- | --- |
|  | ForenameSurname Current Job Role |
| Personal information  |  |  | | --- | --- | |  | emailaddress @email.com | |  | Home Number Mobile Number | |  | Address Line 1 Address Line 2 Home Town County Post Code |  Personal profile ***Example:***  I am a precise, hard-working  and reliable barista, with two years’ experience, looking for  a challenging full-time role.  I work well under pressure  and enjoy the fast pace of busy moments. I enjoy working in  a team to help produce a great experience for all customers. | Employment history  * Job title, name of employer, location, month and year started – present (or month and year that you left). * Briefly list the duties you had, and skills you learned while working here. Choose skills or qualities that the employer has listed in their job description.   ***Example***:   * Barista, Roastworks Coffee Co, London, January 2017 – present * Responsible for taking customer orders, pouring espressos, and completing orders with milk. I have  also helped serve customers on the floor and had training in machine maintenance and stock ordering  for the section.   ***What jobs should you include?***   * Any jobs you’ve had in the hospitality or retail sectors will  be useful to include here as lots of the skills will overlap  and show you’re a good candidate for the role. * If you have recently left education, or are new to this type of work, try to include any jobs you’ve had that will highlight the skills the employer is looking for. For example, if you have worked on a shop floor, use this to show you have experience serving customers on the till, which will be helpful in this role.  Education  * Name of course or qualification, name of training centre  or education centre, dates you were in attendance or you complete the course. * Explain briefly the training certificate relevant to the job you are applying to. What did you learn that is relevant to the job?   ***Example***:   * Level 2 VRQ Barista Skills, London School of Coffee,  November 2016 * Learned about the fundamentals of espresso,  grinding, steaming milk, filter coffee, tea, hot chocolates and other beverage skills.   ***If you have completed courses or gained certificates in food safety, COSHH (Control of Substances Hazardous to Health)  or first aid, include that information here.*** Skills ***Example***:   * Espresso – ‘I have a good knowledge and skills in brewing  shots to order, adjusting brewing variables and tasting to make sure shots are up to standard.’ * Customer service – ‘I have learned to communicate with customers effectively to make sure they get their coffee  exactly as they like it. When time allows, I also enjoy making  the customers feel welcome and enjoy conversing with them.’  References  * First Name, Surname and Job Title * Relation to you in the work place (if it isn’t obvious  from the job title), work contact number (or main company phone number which they can be reached through) and work email address.   ***Example***:   * Jane Smith, Manager, Roastworks Coffee Co * 07888 888888 * janesmith@email.com   ***Who should you include as a reference?***   * Your first reference should ideally be from your supervisor  who you’ve been working closely with in your most recent role. The second reference can be from a current colleague, or line manager or supervisor from a previous job. It’s best practice  to ask someone if they will be a reference for you before they are contacted. Be aware that not all employers actually contact references, but it’s important to have them available if needed. * It’s important to remember that while you are in your current job, consider that you may not want your reference (e.g. your current boss) to be contacted until you have had an interview for  a new possible job, or are actually offered it. This is because,  for instance, if you weren’t offered the new job, and end up staying in your current job then you might not want your manager having been contacted as a reference. It can cause tension or awkward conversations about why you were trying  to leave. A good way to get around this is to simply write ‘References available on request’. This shows the new employer that they can ask you for them as needed, but also means you can ask them to only contact them if you are offered the job,  and then have time to ask the reference if it’s okay for them  to be contacted. Most potential employers will be happy to  wait to do this after offering you the job. * If you have only had one previous job, or have been studying,  it is okay to include a tutor as a reference, or someone else as  a character reference (who is not related to you). |