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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 hard-working and reliable individual with excellent attention to detail. I have three years of experience working as a cleaner, and I’m looking for a full-time role. I have a full, clean UK driving licence and DBS check. | 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***:   * Cleaner, Nottingham High School, Nottingham, February 2017 – present * Duties include vacuuming the floors, cleaning  walls and windowsills, cleaning and restocking the bathrooms, weekly classroom cleans, stock takes  and ordering products.   ***What jobs should you include?***   * Any previous jobs you’ve has as a cleaner or other roles within the facilities management sector, will be useful to include here as some 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 in hospitality, your job may have involved cleaning tables, bathrooms and customer areas, and ordering cleaning products, which are skills the employer will be looking for.  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***:   * First Aid at Work, British Red Cross Centre, Nottingham,  August 2018 * Learned how and when to deal with specific illnesses  in the workplace, and what do to if someone in injured while at work.  Skills ***Example***:   * Knowledge of products and COSHH (Control of Substances Hazardous to Health) – ‘From my years of working as a cleaner  I have a good understanding of correct uses for chemicals  and products. I also have training in how to use them safely  and what to do in a first aid situations.’ * Working in a team – ‘My job at Nottingham High School  has improved my ability to collaborate with colleagues in my cleaning team, so we can work together and ensure all tasks  are completed. I make sure we are communicating about tasks and any difficulties, and help each other out when needed.’  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 at Nottingham High School * 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). |