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|  | ForenameSurname Current Job Role |
| Personal information  |  |  | | --- | --- | |  | name.surname @emailaddress.com | |  | Telephone Number Mobile Number | |  | Address Line 1 Address Line 2 Town County Post Code |  Personal profile Insert a description of yourself, what it is you’re looking for and what it is that you believe you have to offer. | 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. * 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. * 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.  Education  * Name of course or qualification, name of training centre or education centre, dates you were in attendance or you completed 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? * Name of course or qualification, name of training centre or education centre, dates you were in attendance or you completed 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?  References  * First and last name Job title and relation to you in the work place * Name Surname, Job Title Phone Number Email address * First and last name Job title and relation to you in the work place * Name Surname, Job Title Phone Number Email address  Skills  * Working in a team - ‘Working in the small team at the café has helped me to become a better team player. I have learned how  it’s important for everyone to pull their weight, and help each  other when it’s busy or someone is new.’ * Communication skills - ‘I have learned to listen carefully to instructions from the café manager, and why it’s important  to communicate with the front of house staff about food orders  in busy times.’ * Working independently – ‘In my current role I have learned to effectively prioritise tasks and manage my own workload. Ensuring I deal with customer enquiries in a timely way, and supporting staff with administrative duties and meetings.’ |