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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 class 2 qualified HGV driver.  I am looking for a challenging  full-time role that will improve  my driving skills. | 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***:   * Class 2 HGV Driver, Prestons of Potto, North Yorkshire,  June 2017 – present * Responsible for maintaining my lorry, working  with two other drivers on the same route, completing delivery paperwork, recording mileage, and assisting with loading and unloading goods. * I have learned how to effectively plan my route,  look after my vehicle, adhere to current safety requirements, and have a good knowledge of  the local area and road network.   ***What jobs should you include?***   * If you’re applying for your first role in this sector, it’s still important to include your work history. Use it to highlight relevant skills that the employer is looking for, such as organisation,  team work and good communication. * Include details of any jobs that have involved driving, even  if it’s a small van or a car – this still shows you are responsible and a driver than a potential employer can trust.  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?   ***Example***:   * Class 2 Driver CPC course, Yorkshire Driver Training, May 2017 * Covered hazard perception, record keeping,  safe loading of goods, road safety and laws,  fuel efficiency, risk assessments, incident reporting, and practical lorry driving. * CPC driver card: Expires 2022   ***If you have completed courses or gained certificates such  as first aid, include that information here, as well as details  of your car driving licence.*** Skills ***Example***:   * Driving and concentration – ‘From longer routes I have improved my practical lorry manoeuvres and ability to stay focused on  the road for long periods of time. I always take the most direct and safest route.’ * Communication and team skills – ‘From liaising with customers about deliveries, and my manager, I have improved my listening and communication skills. I can now easily discuss problems with colleagues and customers, and work as a team towards finding a solution.’  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***:   * Alex Smith, Manager, Prestons of Potto, North Yorkshire * 07888 888888 * alexsmith@email.com   ***Who should you include as a reference?***   * Your first reference should ideally be from your current or most recent manager. 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 head chef/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). |