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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 kitchen assistant with two years  of experience working as a cook. I am looking for a full-time time  job that will improve my skills  and knowledge of cooking.  I have a positive attitude  and good organisation 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***:   * Cook, Butterfly Cafe, Hull, October 2017 – present * Responsible for making fresh sandwiches and toasties in the morning, mixing salads and making soup ready for lunch. I also prepare food for the next day, and work with the manager to order stock. * I have learned how to manage my preparation time effectively, prioritise serving food to customers, and the correct handling of dietary requirements and customer allergies. I have also had some experience serving customers and taking their orders at the till.   ***What jobs should you include?***   * If you have recently left school or college then put your education history first and then include any work experience  in kitchens, or other jobs you’ve had that might be relevant,  such as working as a waiter in a restaurant or a retail job. * Use this section to highlight skills that you learned in each  role that are relevant to the job you’re applying for. The job description should have a list of things that the employer  is looking for.  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***:   * 6 GCSEs, Sirius Academy, Hull, September 2014 – July 2015 * Grades A – C in Maths, English, Art, Food Technology and Geography. * First Aid at work (3 days), St John’s Ambulance, Hull, May 2017 * Learned how to deal with workplace injuries like asthma, bleeding, choking, allergic reactions  and bone injuries.   ***If you have completed any courses or gained certificates in things that are relevant to the job, like food safety, COSHH (Control of Substances Hazardous to Health) or first aid, include that information here.*** Skills ***Example***:   * 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.’ * Maintaining stock levels and writing daily prep lists – ‘I’ve learned the importance of keeping stock levels up and be prepared for the next day. This is especially important when ordering for the weekend delivery, and to be ready for the busiest times of customer orders.’  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 the Butterfly Cafe * 07888 888888 * janesmith@email.com   ***Who should you include as a reference?***   * Your first reference should ideally be from a senior chef or manager 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 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). |