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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 positive and hard-working sales advisor with two years’ of experience in this role. I enjoy working in a team as well as being able to manage my own time effectively. I also have experience of meeting sales targets,  staying up-to-date with product information, and managing the breaks of some of my team. | 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***:   * Sales Advisor, Vodafone, Bedford, January 2018 – present * My duties include working on different sections  to ensure stock is well presented and tidy, serving customers on the till, issuing refunds and answering product queries. * I have improved my ability to manage angry or difficult customers by ensuring I first listen to their issues  and then work with them to find a reasonable solution.   ***What jobs should you include?***   * Any jobs you’ve had in the, sales, administrative and secretarial, call centre or retail sector 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 the reception desk in a school, use this to show that you have developed a good telephone manner, paperwork organisation and the ability to prioritise your workload.  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***:   * Dual Diploma of Business, Leadership and Management, Bedford College, September 2016 – June 2017 * Modules included leading teams, managing  personal work, recruitment processes, professional documents, customer service, and managing  workplace relationships.   ***If you have completed courses or gained certificates in  other work-related areas, such as first aid, include that information here.*** Skills ***Example***:   * Organisation – ‘I have improved my ability to sort through new stock, organise it before taking it to the shop floor, and use my keen eye for detail to ensure each section is looking great.’ * Working in a team – ‘I have been focusing on my ability to communicate effectively with members of my team in order  to work together to provide excellent service and deal with  busy periods in the shop.’  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, Supervisor at Debenhams * 07888 888888 * janesmith@email.com   ***Who should you include as a reference?***   * Your first reference should ideally be from a senior colleague  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 (eg. 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). |