|  |  |
| --- | --- |
|  | 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’ experience working in the manufacturing sector, and have  a full, clean UK driving licence.  I am looking for a full-time role  that will improve my skills and  give me more responsibilities. | 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***:   * Production operative, DHL Express, Nottingham,  October 2017 – present * Responsible for unloading and recording new deliveries, and ensuring parcels are sent to the correct storage area. I also show new employees around the section and help them learn the ropes.   ***What jobs should you include?***   * Any jobs you’ve had in the Manufacturing and Production or Warehouse sectors 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 a shop floor stacking shelves, you could use this to show you have experience of receiving and organising stock.  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***:   * Target driven – ‘In my role at DHL I have improved my ability to focus on and meet performance targets. This has resulted in our section meeting and sometimes exceeding weekly workloads.’ * Working in a team – ‘I have been continuously improving my team working skills by making sure my section is communicating well with each other and other areas of the warehouse. This was especially important over the Christmas period when our workload was higher.’  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, DHL Express, Nottingham * 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). |