**Curriculum Vitae**

**Personal Details**

**Name:** Your Name

**Address:** Your Address (Street name, town name, county, post code)

**Telephone:** Your Number (Mobile preferably)

**Email:** Your Email

**Profile**

A brief summary of relevant skills, attributes and experience you have acquired which will contribute to a new opportunity.

**Major Achievements** – focus on relevant achievements, academic or otherwise

* Achievement 1
* Achievement 2
* Achievement 3
* Achievement 4

**Education & Professional Qualifications**

* Year – Qualification, College / University (no abbreviations)
* Year – Qualification, College / University
* Year – Qualification, College / University
* Year – Qualification, College / University

**Career History** (In reverse chronological order)

**Year Start – Present**

**Job Title, Employer’s Name**

A brief description of the company, including size, industry and any other relevant details.

Duties include: (a single sentence per point, describing key skills and experience gained)

* Duty 1
* Duty 2
* Duty 3
* Duty 4

**Year Start – Year End**

**Job Title, Employer’s Name**

A brief description of the company, including size, industry and any other relevant details.

Duties include:

* Duty 1
* Duty 2
* Duty 3
* Duty 4

**Year Start – Year End**

**Job Title, Employer’s Name**

A brief description of the company, including size, industry and any other relevant details.

Duties include:

* Duty 1
* Duty 2
* Duty 3
* Duty 4

**Interest & Hobbies** – keep this short, if the role requires team work then highlight team activities

* Hobby 1 – brief description
* Hobby 2 – brief description

**Other Skills** – for example, IT skills or driving licence)

* Skill 1 – brief description
* Skill 2 – brief description
* Skill 3 – brief description

**Referees**

References available on request.