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| --- |
| **Insert Full Name** |
| **Insert Address** |
| **Insert Email  Insert mobile** |

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| **PERSONAL STATEMENT** | |
| [CLICK TO INSERT YOUR OWN TEXT. This needs to be a short paragraph detailing the skills / experience you have that align with the role or types of roles you’ll be applying for. You should also include a line stating what you are looking for in a role (and again, make sure this is in line with the job or types of jobs you’ll be applying for).] | |
|  | |
| **EMPLOYMENT HISTORY**  *This needs to be in reverse order, with your most recent role first. DELETE THIS TEXT* | |
| **Insert Job Title** | **Insert dates of employment** |
| **Insert Company Name** | |
| * [Insert a bullet pointed list of your key responsibilities & achievements] | |
| **Insert Job Title Insert dates of employment** | |
| **Insert Company Name** | |
| * [Insert a bullet pointed list of your key responsibilities & achievements] | |
| **Insert Job Title Insert dates of employment** | |
| **Insert Company Name** | |
| * [Insert a bullet pointed list of your key responsibilities & achievements] | |
| **Insert Job Title Insert dates of employment** | |
| **Insert Company Name** | |
| * [Insert a bullet pointed list of your key responsibilities & achievements] | |
| **Insert Job Title Insert dates of employment** | |
| **Insert Company Name** | |
| * [Insert a bullet pointed list of your key responsibilities & achievements] | |

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| **EDUCATION** |
| *This should be in reverse order with your most recent education first. If you have a relevant work history, education should go after it. If your education is recent and more relevant to the role you’re applying for, put it before your employment history. DELETE THIS TEXT BEFORE SAVING.* |
| **[insert educational establishment name] [insert dates of attendance]** |
| [insert qualifications] |
| **[insert educational establishment name] [insert dates of attendance]** |
| [insert qualifications] |
| **[insert educational establishment name] [insert dates of attendance]** |
| [insert qualifications] |
| **[insert educational establishment name] [insert dates of attendance]** |
| [insert qualifications] |

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| **LIKES & HOBBIES** |
| If you have space at the end, a short paragraph detailing some of your hobbies & likes is a great way to get your personality across to a potential employer. Click here to insert text. |

***Reference details can be provided on request***