**Name:**

**Phone number:**

**Email:**

**Location:** not always needed, do not put your whole address – just the location i.e. Croydon or South London

**Personal Profile:**

* Keep this brief
* You want to tell the employer a little bit about you and what your skills are, what type of job you are looking for, why you’d like to apply for this particular role, when can you start, anything else that might be relevant to the job you’re applying for i.e. have a full and clean driving licence would be good to include if you are applying for a driving role.

**Skills:**

* What skills do you have?
* Hard skills i.e. qualified in IT
* Soft skills i.e. great communicator
* Google hard/soft skills if you need to get some ideas of what skills you have

**Education/training:**

* Put the name of the educator/training provider and the year or specific date that you completed the training/course

**Employment/volunteer history:**

**Name of company**

**From: (date) to: (date)**

**Roles and responsibilities:**

* Bullet point your responsibilities
* If you are unsure what to put, Google your job description and have a look to see what the JD states – write up what you do in your own words
* This will help you to write a full job description

**Hobbies and interests:**

This gives the employer more of an idea of who you are as a person. Don’t bullet point, instead write a couple of sentences such as: I like to sing in a choir at the weekends, I like to cook all types of foods for my friends and family; my speciality is Mexican cuisine, I like to read books; especially horrors!

**References available upon request**