[Full first and last names]

[Full address]
[Telephone and mobile number]
[Email address]

Statement

[Insert personal statement, detailing a brief summary of your interests, skill and experience] (This should be brief, and supplements your career history)

Key Skills

- [Insert key skills, i.e. Software packages and proficiency; and personal attributes]

Work Experience

[Role and employer 1] (Detail these from your current/last role to oldest)
(Dates from and to)

[Duties, roles and responsibilities, key results from career]

[Role and employer 2] (Detail these from your current/last role to oldest)
(Dates from and to)

[Duties, roles and responsibilities, key results from career]

(Repeat the above as necessary for each employer and/or role)

Education and qualifications/courses

[List all relevant qualifications and educational experience]

Education:

[Name of Institution] – Dates from and to

Qualifications/Courses:

[List qualifications as well as results and dates undertaken] – Dates from and to

References

[Referee detail – list your two or three most recent line manage referee details, including name, organisation and email contact details]