[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]**