Your Name

email@address.co.uk - 07712 345678

99 Example Street, Example Town, EX4 3PL

**PERSONAL STATEMENT**

*[Here you should take a few lines, not a few paragraphs (save that for the cover letter) to quickly outline your interest in the role and why you’d be a good fit. Do not list out your skills here as they will be more relevant to employers searching for your CV within a job role listed under “WORK EXPERIENCE”.*

*The aim is to highlight your professional attributes and goals, summarising why someone should consider your application.]*

WORK EXPERIENCE AND EMPLOYMENT

*[If you are already in a job put this section first, above ‘education and qualifications’. In reverse order, list each employer and their location, your job title, what you achieved and what your main responsibilities were. Don’t go into too much detail. If you don’t yet have a job, find other things you have done that provide work experience such as voluntary work, planning an event at school, running a snack shop at a youth club, Young Enterprise projects, etc.]*

Job Title – Dates of Employment (date format should be Month YYYY e.g. November 2021 – May 2022)

Company Name -

Location

##### Responsibilities:

* Provide key achievements within a role and try to highlight the skills used to obtain your goal
* Try to avoid soft terms like “high energy” and aim for skills used within the role – such as “**programming using C++”**
* Provide enough information to entice your potential employers to call you
* Always keep examples relevant to the role you are applying for

**EDUCATION AND QUALIFICATIONS**

*Llist what GCSEs you will be taking and what you are predicted to get]*

**PERSONAL INTERESTS**

*[List any interests, clubs or leisure activities that might be relevant to the job you’re applying for, or ones that showcase your skills and personal qualities]*

**REFERENCES**

*[Either write ‘Available on request’, or include the names, addresses and contact details here of two people who can back up what you have said. Make sure you get their permission to be listed as referees first]*