CV Template

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| **Personal details** |
| **Your Name**  Your Address  Image result for email icon  Image result for phone iconEMAIL ADDRESS PHONE/MOBILE NO. |
| **Education**  University, College, School. Date attended; examination levels and passes (*start with your most recent education establishment first)* |
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| **Work experience**  Paid work, vacation work, and voluntary work. Include duties and responsibilities of each post. |
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| **Achievements**  Why are these achievements? |
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| **Skills**  Skills and aptitudes which you have developed, including any which may have relevance to the work environment, such as IT skills. |
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| **Hobbies/ Interests**  What do you do in your spare time? What do you get out of them? What skills do you use? |
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| **Referees or References** |
| Use ‘Referees’ when you are actually listing the people you are putting forward as referees and ‘References’ when you are using a statement such as ‘References available upon request’. |