| [Your Name] |
| --- |
| [Address, phone, email] |

|  |  |
| --- | --- |
| Personal Profile | [Write a personal profile] |
|  |  |
| Career Objective | [Write a career summary/objective] |
|  |  |
| Work Experience | [Date] [Job Title] [Company Name] [Responsibilities, Duties and Tasks performed]  [Responsibilities, Duties and Tasks performed]  [Responsibilities, Duties and Tasks performed] [Date] [Job Title] [Company Name] [Responsibilities, Duties and Tasks performed]  [Responsibilities, Duties and Tasks performed]  [Responsibilities, Duties and Tasks performed] [Date] [Job Title] [Company Name] [Responsibilities, Duties and Tasks performed]  [Responsibilities, Duties and Tasks performed]  [Responsibilities, Duties and Tasks performed] |
| Education | [Date] [Course] [Institution Name] [Qualification gained (level)] [Date] [Course] [Institution Name] [Qualification gained (level)] [Date] [Course] [Institution Name] ­­­­­­­ [Qualification gained (level)] |
|  |  |
| Skills and Achievements | **Achievements:**   * [Insert achievement] * [Insert achievement] * [Insert achievement]   **Skills:**   * [Insert skill] * [Insert skill] * [Insert skill] |
| Hobbies and Interests | [Briefly outline your hobbies and interests (particularly those that are related to the job you are applying for)] |
|  |  |
| References | **[Referee 1 full name]**  [Job position / company name]  **Address:** [insert here]  **Tel:** [insert here]  **Email:** [insert here]  **[Referee 2 full name]**  [Job position / company name]  **Address:** [insert here]  **Tel:** [insert here]  **Email:** [insert here] |