Full Name

[Home address]

 [Telephone number] • [Email address]

**Personal Profile**

[Insert personal profile here]

**Career Objective**

[Insert career objective here]

**Achievements**

**Awards:**

**Memberships:**

*

**Education and Training**

**[From – To] [Name of the Course] [Name of the Institution]**

Grade achieved:

**[From – To] [Name of the Course] [Name of the Institution]**

Grade achieved:

**[From – To] [Name of the School]**

[Insert GCSE subjects and grades achieved here]

**Employment**

**[From – To] [Job Position] [Company name]**

Main tasks performed:

**[From – To] [Job Position] [Company name]**

Main tasks performed:

**[From – To] [Job Position] [Company name]**

Main tasks performed:

**Skills**

**Technical:**

**Interpersonal:**

**Other:**

**Hobbies and interests**

[Insert hobbies and interests here]

**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]