

Curriculum Vitae

PERSONAL DETAILS

Your Name
Address
Postcode

Age:
Nationality:
Date of Birth:

Daytime Tel:
Evening Tel:
Email:

PERSONAL PROFILE EXAMPLE

This is your opportunity to give a short but direct outline of your experience, knowledge and career aspirations. This is the perfect way to give the employer an overview of your suitability for the job so try your best to be informative but remember to keep it brief, 3-4 lines should be enough.

SKILLS EXAMPLE

Advanced driving skills in C+E and holder of reach and counterbalance FLT licence.

CAREER HISTORY

CURRENT JOB TITLE
CURRENT COMPANY NAME
START DATE-LEAVING DATE

Here you should give a detailed description what you are doing at the moment

PREVIOUS JOB TITLE
PREVIOUS COMPANY NAME
START DATE-LEAVING DATE

Give details of what you did in your previous role

QUALIFICATIONS & EDUCATION

Detail what qualifications you have.

2003	NE College	Logistics qualification
1993	R School	GCSE English Grade C
		GCSE Maths Grade B

Once you have listed your courses give a description of any Secondary Schools, Colleges and/or Universities you have attended. Again as before, start with the most recent first and work backwards remembering to mention the years you attended and any qualifications gained.

INTERESTS EXAMPLE

- Walking
- Reading
- Socialising with family and friends

REFERENCES

References are available on request