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| --- |
| First Name Surname  Address · Phone  Email · LinkedIn Profile · Twitter/Blog/Portfolio |
| To replace this text with your own, just click it and start typing. Briefly state your career objective or summarise what makes you stand out. Use language from the job description as keywords. |

# Experience (Present in reverse chronological order)

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| Dates From – ToJob Title, Company This will be in the main body of your CV and should be presented in reverse chronological order with your most recent employer first. List your day-to-day duties a good tip is to keep a portfolio of job specifications that you see advertised and match your duties up, using the same terminology where possible. Just make sure that you understand all the terminology you are using in case you get asked about it in an interview. |
| Dates From – ToJob Title, Company This will be in the main body of your CV and should be presented in reverse chronological order with your most recent employer first. List your day-to-day duties a good tip is to keep a portfolio of job specifications that you see advertised and match your duties up, using the same terminology where possible. Just make sure that you understand all the terminology you are using in case you get asked about it in an interview. |

# Education

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| Month YearDegree/Qualification Title, College or University Put this in reverse chronological order with your most recent qualifications first. Always make sure that your achievements are kept up-to-date. List your professional memberships. |
| Month YearDegree/Qualification Title, College or University Put this in reverse chronological order with your most recent qualifications first. Always make sure that your achievements are kept up-to-date. List your professional memberships. |

# Skills

|  |  |
| --- | --- |
| * List your strengths that are relevant for the role you’re applying for * List one of your strengths | * List one of your strengths * List one of your strengths * List one of your strengths |

# Interests & Hobbies

|  |  |
| --- | --- |
|  |  |

# References

Do not actually include the reference itself, merely the referee’s name, their professional title, the company and a contact number. Make sure that you contact your references beforehand for their permission to have their information passed onto a potential employer. If you are uncomfortable doing this, simply state that “references are available upon request”.