



## Contact details

Full name,  
Address, telephone, email

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## Personal Profile

Think of key words that describe you and your personality.

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## Key skills

Think about the skills you could offer an employer for example; teamwork problem solving, self belief

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## Other Achievements

e.g. Sporting (incl.team membership), Cadets, Duke of Edinburgh, baby sitting or First Aid courses

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## Interests

What do you do in your spare time?  
How might this show you'd be a valuable employee?

## Work Experience / Employment

Who did you work for? When?  
What did you do?

## Education

What schools and colleges have you attended and when?

## References

Who would say positive things about you from your school or college or past employment?

You can use the phrase  
**Available on request**  
If you don't have their contact details

A CV is a big first step to getting a job. It doesn't just show employers what you've done – it shows them what you *can* do. Think of it as an introduction to one of the most amazing and employable people in the world... you.

