

Candidate Name

Personal Details

Address: Street Road
City
County
Postcode

Mobile:
E-mail:
Place of Birth:
Date of Birth:
Status:

Home: TEL:

Type in here a brief statement about yourself, your achievements, what you wish to achieve.

Work History

Name of CURRENT Company
Job Title

Start Date - End Date

- List here your duties.
- Be specific in what you say
- Include specific achievements
- RFL : (state in one sentence your reason for leaving: Left due to relocation.. etc.etc..)

Name of Previous Company
Job Title

Start Date - End Date

- List here your duties.
- Be specific in what you say
- Include specific achievements
- RFL : (state in one sentence your reason for leaving: Redundancy, to achieve better work life balance..etc.etc..)

Name of Previous Company
Job Title

Start Date - End Date

- List here your duties.
- Be specific in what you say
- Include specific achievements
- RFL : (state in one sentence your reason for leaving: Redundancy, to achieve better work life balance..etc.etc..)

Qualifications

- List here your qualifications gained through employment eg NVQ
- Courses you have attended eg: H&S, First Aid
- Certificates awarded eg: Food Hygiene etc...

Education

List here formal school/college qualifications, gscs, B-Tec, NVQ, degree etc

Interests

A few sentences about your interests, be realistic, include any clubs you are a member of. Or outside work achievements eg: raised £xxx for a charity bike ride, from Epsom to Brighton.

References

Available on request