[Your Name] | [Curriculum Vitae]

[Street Address, City, County, Postcode] | [Telephone No.] | [Email Address]

# Employment History

|  |  |
| --- | --- |
| **[Job Title]** – [Company Name] | [Dates from] – [to] |
| [This is the place for a brief summary of your key responsibilities and most stellar accomplishments.] |
| **[Job Title]** – [Company Name] | [Dates from] – [to] |
| [This is the place for a brief summary of your key responsibilities and most stellar accomplishments.] |

# Skills & Abilities

[Your attributes and skills, how they are relevant and examples of how you have used them.]

# Education

|  |  |
| --- | --- |
| **[School Name]** – [Degree, Location] | [Dates from] – [to] |
| [You might want to include your final grade here and a brief summary of relevant coursework, awards and honours.] |

# Hobbies and Activities

[An overview of your personal side, to give an insight into your personality.]

# Personal Statement

[A brief overview of you. Keep it concise and relevant. Use examples and evidence]