Your Name

email@address.co.uk - 07712 345678

99 Example Street, Example Town, EX4 3PL

**PERSONAL STATEMENT**

Here you should take a few lines, not a few paragraphs to quickly outline your interest in the role and why you’d be a good fit. Do not list out your skills here as they will be more relevant to employers searching for your CV within a job role listed under “WORK EXPERIENCE”.

The aim is to highlight your professional attributes and goals, summarising why someone should consider your application.

**EDUCATION**

Further/higher Education Institution:

Qualification: eg degree/diploma etc

Specialism:

Date Achieved:

Further/higher Education Institution:

Qualifications: eg A-levels, NVQ3 etc

Specialism:

Date Achieved:

Secondary Education Institution:

Qualifications: eg GCSEs

Subjects:

Date Achieved:

WORK EXPERIENCE

School name:

Dates:

Position:

##### Responsibilities:

* Provide key achievements within a role and try to highlight the skills used to obtain your goal
* Always keep examples relevant to the role you are applying for

For older jobs you should keep the details slightly shorter, remembering to include your dates of employment and key skills obtained/applied to achieve your goals.

**PROFESSIONAL DEVELOPMENT**

Here list any courses which you have undertaken which are relevant to education.

**PERSONAL INTERESTS**

Feel free to list these out in bullets or in a table. If you lack experience for a role that you are deeply passionate about, you may want to mention how you use your spare time to pursue this passion. Be it in reading around the subject matter or expanding your technical skills.

**REFERENCES**