CV Template

|  |
| --- |
| **Personal details** |
| **Your Name**Your AddressImage result for email iconImage result for phone iconEMAIL ADDRESS PHONE/MOBILE NO. |
| **Education**University, College, School. Date attended; examination levels and passes (*start with your most recent education establishment first)* |
|  |
| **Work experience**Paid work, vacation work, and voluntary work. Include duties and responsibilities of each post. |
|  |
| **Achievements**Why are these achievements? |
|  |
| **Skills** Skills and aptitudes which you have developed, including any which may have relevance to the work environment, such as IT skills. |
|  |
| **Hobbies/ Interests**What do you do in your spare time? What do you get out of them? What skills do you use? |
|  |
| **Referees or References** |
| Use ‘Referees’ when you are actually listing the people you are putting forward as referees and ‘References’ when you are using a statement such as ‘References available upon request’. |