Type your Name here

Address

Contact details

**Personal Profile**

A brief description of why you’re suited for the job, *if it’s a specific job you are applying for*/

or a summary of your skills, if you are not applying for a specific job.

**Work Experience**

*Start with most recent*

Date From-to Employer, organisation and address, duties

**Education**

*Start with most recent*

Date From-to School/college/university, address, Course, grades

**Special Skills/ Achievements / Interests**

You can use this section to add any information about hobbies, skills, or interests etc that are relevant to the job you are applying for/ By relevant we mean activities that show skills you might use for the job, for example creative, competitive, or organisational skills.

**References**

When filling out an application form you always have to include at least two references, either from a teacher, an employer, or someone who knows you on a professional capacity. It is a good idea to add the contact details of two references on your CV. However many people who want to save space or prefer to give these details only after an interview, will write **References Available on Request.** This will allow you to give the details of any referees when the employer asks for them, and save space on your CV.