

Personal Details

- ✓ **Your Name**
- ✓ Where you live e.g. 99 Example Street, Example Town. EX4 3PL
- ✓ **Contact Details**
 - email@address.co.uk
 - Phone number
 - LinkedIn

Personal Profile✓ **Statement**

A short paragraph to say:

- Who you are.
- What you are looking for e.g. *'Currently seeking a part/full time role in the retail or hospitality sector.'*
- Why your application should be considered.
- What is your availability.

Plus +

- Four or five sentences or bullet points to list your skills and qualities (with evidence). e.g. *'Excellent communication skills developed through working in customer service for two years.'*

Personal Background✓ **Education**

- Most recent first.
- Month, Year to Present.
 - I. School or college.
 - II. Qualification Grade/Result (or pending).

✓ **Employment/Work Experience/voluntary or community work**

- Most recent first.
- Month, Year to Present.
 - I. Employer Name, Location or organisation
 - II. Job Title or role
 - III. Three or four bullet point tasks and responsibilities

Personal Interests

- Two or three interests you have outside college / work

References

- ✓ **Two referees**
 - Name of Referee (Tutor or Employer)
 - Work Address
 - Work Email
 - Work Tel

NOTE: A CV should not be longer than two sides of A4 paper.