**Curriculum Vitae**

|  |  |
| --- | --- |
| **Name:** [Name] | **Address:** [First line]  [Second line]  [City]  [Post code] |
| **Telephone:** [Home or mobile] |
| **E-mail:** [E-mail] |

**Personal Profile**

[Enter your personal profile here]

## Relevant Skills Profile (These are just some Examples of headings you can use)

**Problem solving**

* [Two or three examples]

**Creativity**

* [Two or three examples]

**IT skills**

* [Two or three examples]

**Communication**

* [Two or three examples]

**Teamwork**

* [Two or three examples]

**Education / Qualifications**

**[Dates]**  **[University attended]**

**[Course and grade]**

[Important modules]

**[Dates]**  **[Other Schools]**

**[A-level and GCSE grades]**

**Employment/ Work Experience**

**[Dates] [Place of employment]**

* [Key Responsibilities]

**Hobbies and Interests**

* [A list of your key hobbies and interests]

**REFEREES**

Available upon request.