

NAME

[Address] | Contact Details

Career Objectives

[About you but also more specific to the particular role for which you are applying. Grab their attention with key words and phrases taken from the job listing]

Education

A list of studies in order of most recent/highest achievement.

[Institution] – [Dates Studied] – [Overall Result]
[Key Modules / Course] – [Description] – [Grade]

Experience

Any work experience, prioritise the roles most suitable to the job you are applying for/

[Employer Name] – [Job Title] – [Date of Employment]

Career-Related Extra-Curricular / Personal Attributes

[Talk about YOU, your interests, extra-curricular activities and career goals. They want to know who you are, so tell them. Relate it to the job you are applying for as best you can]

Awards and Acknowledgements

I.e. Mini Pupillages / workshops

Skills Summary

- I.e. Team Work.

Reference(s)

Name:

E-mail:

Tel.

Limit your CV to 2 pages.