

## Curriculum Vitae

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**Name**  
**Address**  
**Phone**  
**Email**

### Personal Profile

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A few sentences about your

- Skills and qualities – with evidence and examples
- Work background and achievements
- personal strengths
- career goal

Link these to the job you're applying for. The advertisement may list what the employer is looking for.

### Education and Qualifications

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List the education settings (most recent first) qualifications you expect or have been awarded and any grades at each of them.

### Employment and Work Experience

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In this section you should start with your present or most recent experience and work backwards.

You should include employer, the dates you worked for them, job title and your main duties.

Try thinking of 'action' words that you can use to describe what you did in your job, like designed, assisted, created, instructed or dealt with.

Include any voluntary work, paper rounds baby sitting or weekend jobs following the same format as above.

### Other Skills and Achievements

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List any other skills or achievements here. Make them relevant to the job you're applying for. Don't repeat things you put in your personal statement

## Interests

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List any interests, clubs or leisure activities that might be relevant to the job you're applying for, or ones that showcase your skills and personal qualities.

## Referees

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Use your centre manager and possibly the manager at your work experience placement. You must ask the people before putting them on your CV. They cannot be a family member.