YOUR NAME

Address: *Just Town/City and Postcode*

Tel: (01823) Mobile:

Email:

Personal statement

*3-5 sentences about yourself and what you can offer an employer*

Key Skills

*Bullet points 4/6, relevant to type of work looking for*

Employment History

*Work backwards, last job first. Concentrate on last 10 years, unless this has been spent in the same company then go further back to show what experience you have to offer*

**Dates Job Title Name of Company Town/City**

*Include a brief description of duties and achievements – this also shows transferrable skills*

**August 2009 – Current Senior Sales Assistant, Marks & Spencer, Taunton**

**Responsibilities and Achievements:**

**February 2005 –July 2009 Sales Assistant, Debenhams, Taunton**

**Responsibilities and Achievements:**

Education

*Name of school/college/university dates attended*

*Qualification and grade achieved*

Vocational Training

*Any courses or qualifications taken in/at work. I.e. CSCS, Forklift, Health & Safety, Manual Handling, First Aid*

Hobbies & Interests

*What you enjoy doing in your spare time, helps employer learn more about you as a person and how you will fit into their organisation*

References are available on Request

*You do not need to put your references on a CV just keep them to hand if requested from an potential employer*