YOUR CURRENT / PREFERRED JOB TITLE

Your address Email address / Telephone number

CAREER OBJECTIVE

Use this space to express your career aspirations and goals and to quickly connect with a employer. Stress your most relevant experience and skills for the position you are applying for.

PROFESSIONAL COMPETENCIES

- Use these bullet points to define and explain what you believe to be your key stills and abilities.
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •

PERSONAL COMPETENCIES

- Create a list of the personal skills and qualities that you will bring to a new employer.
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •
- •

AREAS OF EXPERTISE

- Keyword
- Keyword
- Keyword
- Keyword

- Keyword
- Keyword
- Keyword
- Keyword

- Keyword
- Keyword
- Keyword
- Keyword

CAREER HISTORY

YOUR MOST RECENT JOB TITLE

Employers name DUTIES Employment dates

• In concise sentences describe the daily tasks you undertook.

- •
- •
- •
- •
- •
- •
- •
- •
- •

PREVIOUS JOB TITLE

Employers name

PREVIOUS JOB TITLE

Employers name

PREVIOUS JOB TITLE

Employers name

Employment dates

Employment dates

Employment dates

ACADEMIC QUALIFICATIONS

SCHOOL / COLLEGE NAME Qualification / subject Qualification / subject Qualification / subject Qualification / subject Qualification / subject	Grade Grade Grade Grade Grade	Study dates
UNIVERSITY NAME Degree name NVQ name	Grade Grade	Study dates

REFERENCES