Name

Postal address:

Contact number: • Email address: myname@email.com

Personal statement

This should include a general synopsis about you. Perhaps you are a conscientious and professional individual with extensive experience in administration. This is your paragraph to shout about you! Explain what type of role you are looking for and include any recent achievements that you feel would be beneficial to the role you’re applying for. Try and keep this short and to the point.

Key skills

(examples such as)

* Microsoft Office, including Access, Excel, Word and PowerPoint
* Excellent communication skills, both written and verbal
* Fully qualified first-aider

Employment history

(in reverse order, most recent to oldest)

Job Title
Company

Jan 2011 – Present

Responsibilities:

Job Title
Company

Feb 2005 – Dec 2010

Responsibilities:

Job Title
Company

March 2001 – Jan 2005

Responsibilities:

Education

(in reverse order, most recent to oldest)

College / University Name

(Sept 2001 – Sept 2004 )

A-levels / Degree**:**

****School Name****

(September 1995 – June 2001)

10 GCSEs, grade A-C, including Maths and English

Hobbies & interests

It’s always good to get an insight into someone’s hobbies and interests as team fit is becoming more and more important to employees. Write here about what you love to do outside of work. Perhaps you play football or have a keen interest in mountain biking? Whatever it is, make sure you get something that’s not ‘work related’ about you here.

References

References are available upon request.