

CV Template

Personal Details : name / address and postcode / landline / mobile / email address

Personal Statement : some basic information – what kind of person are you, what type of work are you looking for and what could you offer an employer

Education & Training : name of school you attended and dates / list of qualifications /

with Any other courses done e.g Employability Fund, What's Work etc – names / dates and brief details

Employment : brief details of any employment including school work experience
Name of employer / dates / job title / main duties

Achievements : Any awards, certificates, sports medals etc

Interests : What do you do in your spare time