**Your Name**  
Your Address  
Your Town  
Your County  
Your Postcode

|  |  |  |
| --- | --- | --- |
| Tel: 01234 123456 | Mobile: 01234 1234567 | Email: name@compo.co.uk |

**PERSONAL PROFILE**

Type a short paragraph here about the kind of person you are, what you can do and what you have to offer an employer. You can also include any career aims.

**EDUCATION**

If you have some useful qualifications, type each of them here, beginning with the most recent qualification. Include your grade in brackets. For example:

|  |  |  |
| --- | --- | --- |
| GNVQ Intermediate Business Studies (Grade) | Cleckhuddersfax College | 201? |
|  |  |  |
| GCSE Maths (Grade), ICT (Grade), English (Grade), Science (Grade), History (Grade) | Aces High School, Cooltown, W. Yorks. | 201? |

**SKILLS & EXPERIENCE**

List your skills and experience here such as:

* Any part-time or full-time work – briefly describe what you did.
* Give examples of things you’ve been involved with or helped organised, especially if they show that you are motivated, have initiative and stick at something.
* Anything where you’ve represented your school or college.

**OTHER INFORMATION**

List any other general skills and experience you have such as learning to drive, completed a half-marathon, for charity.

**REFERENCES AVAILABLE ON REQUEST**