

# Name Surname

Email address

Telephone number

Street address 1

Street address 2

City

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## **Personal statement (*optional*)**

A short summary (3-4 sentences) about yourself. Relate it to the current job you're applying for and include a few key skills that you feel you possess.

## **Education and Training (*use bullet points*)**

This is a summary of your education and relevant training history, starting with your most recent studies.

Date, Qualification, some detail

## **Work History.**

Start with your most recent job and work backwards, listing:

- The name of the employer
- Your job title
- The dates you worked there
- Your duties and responsibilities
- Any major achievements while you worked there
- Demonstrate how well you are suited for the job you're applying for. Emphasise the skills asked for by the employer.

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## Skills -

(Some examples- relate it to the job requirements)

- Confident
- Resilient
- Languages spoken
- Leadership and teamwork
- Conscientious

## Other Skills (optional)

(- relate it to the job requirements)

## Referees .

Full name including title, Position, Company -  
Phone number  
e-mail address

OR

References are available upon request. -