

YOUR NAME

Put your Address here
Street Name and Number
Town
County
Postcode
Home Tel No
Mobile
Email Address
Marital Status
Nationality

PERSONAL STATEMENT

An employer will usually be impressed if you itemise a focused idea of where you would like your career to be headed and briefly outline your main achievements in your career so far.
Include your main achievements and career highlights.

EDUCATION

Start- End Year <i>Qualification Gained</i>	Name of Institute	Location
Start- End Year <i>Qualification Gained</i>	Name of Institute	Location
Start- End Year <i>Qualification Gained</i>	Name of Institute	Location

TECHNICAL SKILLS AND EXPERTISE

Provide a bullet point guide to the technical skills you possess and those you have been trained in.

- Microsoft Excel Intermediate
- AutoCAD Releases 12, 13 and 14
- Microsoft Word Expert

WORK EXPERIENCES

Date Started - Finished	Name of Company	Location
	Job Title	
	▪ List Responsibilities	
	▪	
	▪	
Date Started - Finished	Name of Institute	Location
	Job Title	
	▪ List Responsibilities	
	▪	
	▪	

Date Started - Finished

Name of Institute

Location

Job Title

- List Responsibilities
-
-

INTERESTS

List a few of your principal leisure activities so an employer can get an idea of the sort of person you are.

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REFERENCES

Referees available on request.