**Curriculum Vitae**

|  |  |
| --- | --- |
| **Name:** [Name] | **Address:** [First line] [Second line] [City] [Post code] |
| **Telephone:** [Home or mobile] |
| **E-mail:** [E-mail] |

**Personal Profile**

[Enter your personal profile here – just a few brief sentences about yourself]

**Relevant Skills Profile (These are just some Examples of headings you can use use your employability skills document)**

**Problem solving** [Two or three examples]

**IT skills** [Two or three examples]

**Communication** [Two or three examples]

**Teamwork** [Two or three examples]

**Education / Qualifications**

**[Dates]**  **[College Name]**

**[Courses being studied]**

[Important modules – these may link to the position you are applying for]

**[Dates]**  **[Other Schools]**

 **[GCSE grades]**

**Employment/ Work Experience**

**[Dates] [Place of employment]**

* [Key Responsibilities]

**Hobbies and Interests**

* [A list of your key hobbies and interests]

**REFEREES**