

CURRICULUM VITAE

PERSONAL INFORMATION

NAMES:

DATE OF BIRTH:

ADDRESS:

POST CODE:

HOME TELEPHONE:

MOBILE:

EMAIL:

EDUCATION

[date]

[type of qualification]

[type of qualification]

[name of school/college and address for Level 3s]

[name of subject]

[name of subject]

[actual / predicted grade]

[actual / predicted grade]

[date]

[type of qualification]

[type of qualification]

[name of school and address for GCSEs]

[name of subject]

[name of subject]

[actual / predicted grade]

[actual / predicted grade]

WORK EXPERIENCE, including any part-time positions

[dates from - to]

[job title]

[name of most recent employer and address]

[description of job roles, any responsibilities held and the skills learnt]

[dates from - to]

[job title]

[name of second most recent employer and address]

[description of job roles, any responsibilities held and the skills learnt]

[dates from - to]

[job title]

[name of school / college time work experience employer and address]

[description of job roles, any responsibilities held and the skills learnt]

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PERSONAL STATEMENT

1. Try and match examples of experiences, activities, hobbies or personal interests you have with the following 'soft skills'
2. Try and match these to the job / position you are applying for
 - Communicating
 - Making decisions
 - Time management
 - Leadership
 - Problem-solving
 - Team Player
 - Accepting responsibility
 - Ability to work under pressure