

**Full Name:**

**Postcode:**

**Mobile:**

**Email:**

**LinkedIn:**

### **Personal Profile**

*A personal profile, otherwise known as a personal statement, is the small paragraph which sits at the top of your CV. Its aim is to concisely and effectively highlight your skills and strengths relevant to the sector or job role. This will be achieved in about four sentences.*

*Have a look at our [personal profile guide](#), to help you write the perfect personal profile.*

### **Key Skills**

*Look through the job specification and select at least 6 key skills, knowledge and attributes the employer is seeking. Provide examples where you have demonstrated these skills in practical situations.*

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### **Employment History**

*List and expand employment history from most recent to 10 years. You can highlight employment gained prior to 10 years ago.*

**Year (start – finish)**

**Organisation Name, Location  
Job Title**

Include your daily duties and highlight work achievements

### **Education and Training**

*List qualifications gained or training courses attended from most recent to 10 years.*

**Year (start – completed)**

**Name of college/ training provider**

Full qualification and grades if relevant

### **Hobbies and Leisure Interests**

*While your CV tells the story of your qualifications and your career, the hobbies and interests section reveals a little more of your personality. Benefits of include:*

- Demonstrating other transferrable skills relevant skills for the role
- Makes your CV more individual
- Allows you to show voluntary and community-focused projects
- Gives you something to talk about during your interview

### **References Available on Request**

*Your CV should not be longer than 2 pages.*

*No need to include reference details here. Always remember to ask permission before including their details within your job applications.*

*Examples of suitable references- line manager, a mentor or teacher/lecturer/tutor and volunteer placement supervisor.*