**Name [ CV TEMPLATE]**

**Home address: ……………………….**

**…………………….**

**……………….**

**…………..**

**Mobile number:**

**E-mail address:**

**Profile can personalise depending on what you are applying for**

***I am hardworking student who can get on well with people and can work well on my own or in a team. I am reliable and have a good attendance record at Sixth form. I am willing to take on training and learning and am now seeking an opportunity to …………………………………………………………………………………………………………………………………………..***

**Key Skills to offer list up to 5 to 6 skills**

**Good Communication skills**

**Reliable and honest**

**Effective team player**

**Ability to work without supervision**

**Ability to use initiative and meet deadlines**

**Education**

***Polesworth Sixth form dates from: 2019 to 2021***

***High School dates from: to***

**Qualifications**

***A-levels: …………………………………………………………………………………***

***Exam results pending August 2021***

***GCSEs: List subjects with grades Maths [8], Chemistry [8], English Language [7], Physics [6], French [6] and Biology [7] August 2019***

**Work experience**

**Pooley Engineering role: Machine assistant dates:**

**Two to three sentences say what you did and what you learnt from the experience.**

**Employment History**

**Current or most recent job first- name of Employer, role and dates in the role**

**Two to three sentences what you do include any responsibilities held/undertaken.**

**Additional information**

**This can include any volunteering, NCS or Duke of Edinburgh, that you have good IT skills in ……………. ,Any role in School like a Prefect or mentor, Sports leadership award, drama or music awards, you have a full clean driving licence or are learning to drive. Any other achievements you have gained.**

**References**

**A school referee such as Mrs Munn Director of Post 16, Tutor or Teacher**

**E-mail:**

**Telephone : 01827 702205**

**One other referee not immediate family member but can be a family friend or neighbour include contact details and importantly do check with the person you include on your CV that they are happy to act as a referee for you.**

**Remember with your CV**

**Keep to two pages**

**Make sure you update it as you add new experiences, training, qualifications, jobs.**

**Always have it at hand when completing any application forms**

**There is no one set template for a CV**