Name

Address: Number, Street Name, Town, County, Postcode

01234 567891 [email@email.com](mailto:email@email.com)

Personal statement

If you’re looking for a career change, focus on your transferable skills and include why you would be a great candidate for the job role you’re applying for. This summary should be no longer than a few lines. For example:

‘As an experienced Engineer, my determination and hard work has driven success. I would now like to teach the subject to others.’

Work Experience/Employment

List your employment history with your most recent first. Include the position you held, the name of the company, location and the dates you worked there.

Senior Engineer, Company, Location

Dates (MMYY-MMYY)

Achievements and responsibilities:

* You will need to include the skills obtained, responsibilities and achievements.
* Select the duties and responsibilities that are most relevant to the job you’re applying for.
* Perhaps you can mention about the promotion you received or the challenges you faced at work and how you overcome them.

Also, include any relevant work experience which could include volunteering or personal projects.

Education

List the institution you attended and your educational achievements; include the years you were there and the grades you achieved. Any additional achievements, such as online qualifications, first aid training - add them here.

College/School Name

(September 2000 – July 2007)

A-levels**:**

* Business Studies – B
* English Literature – C
* Physics – B

Key Skills

Here’s a great opportunity to add any professional development and professional skills here, outlining the most relevant ones for the job your applying for and the company. List your main areas of expertise to highlight why you would be a perfect fit for the role.

Write about your transferable skills; such as good timekeeping, conscientious, organised. These are all key attributes that your prospective employer will be looking out for.

References

You can either provide the contact details of two of your referees or write ‘References are available on request’. These are so your potential employer can follow up after the interview process.