Your Name

Term address:
12 Dale Avenue,
Exeter
EX8 0WU

Email: your.name@email.com

Mobile: +44 (0) 7880 682 488.

Home address:
129 Oxford Road
Manchester
M14 5GG

Think of this space as a brief chance to introduce yourself, or rather, sell yourself to the employer. State your primary qualities and what you hope to gain from the career path in question. This should last no longer than 5 lines.

Education

2009-present. **Degree, Insititution, City, Country.**
If you have finished your degree state your qualification. If you are applying for work experience and are still studying, quote the dates as above (-present).

2007-2009. **A Levels, Institution, City, Country**
Subjects studied and grades achieved:

A Level: Subject (A) Subject (B) Subject (B)
AS Level: Subject (A) Subject (B)

2001-2007. **GCSE, Insititution, City, Country**
Subjects studied:

Maths, English Language, Double Science Award, History, Geography,

French, Spanish, Religious Education

(NOTE: It is of less importance to state your GCSE grades but some companies may prefer you to do so)

Work Experience

September 2011- December 2011 **Company, city, country.**

Responsibilities: (to be listed in bullet points)

June 2010 – September 2010 **Company, city, country.**

Brief description of your role or title.

Responsibilities:

Your Name

Company, city, country.

Brief description of your role or title.

Responsibilities:

Activities, Responsibilities and Achievements

- Any work related achievements
- Any education related achievements
- Sport achievements
- Music achievements
- Extracurricular activities

Additional Skills

- Computer literate- experience with Windows (especially Microsoft Word, Excel, Publisher)
- Other I.T programmes- state if you have experience
- Knowledge of foreign languages
- Clean UK driving licence

NOTES:

Ensure that your CV does not take up more than 2 pages.

Avoid using full sentences. Be brief and take advantage of the bullet point form.

Use the same style and size font and throughout your CV.