|  |
| --- |
| First Name last nameAddress · PhoneEmail  |
| State your career ambitions/goals, summarise what makes you stand out, using keywords from the job description- about 2 sentences here to sell yourself. E.g., An ambitious and hardworking student, seeking part time work to further develop interpersonal skills and build experience in retail.  |

# Experience

|  |
| --- |
| Dates From – ToJob Title, CompanyDescribe your responsibilities, achievements, and skills demonstrated in the role. Write actively about your impact and results and emphasise why you were a valuable employee.  |
|  |

# Education

|  |
| --- |
| Month YearSubject, SchoolCan write your predicted grades, and current topics of coursework that interest you |
|  |

# Skills

|  |  |
| --- | --- |
| * List your strengths relevant for the role you’re applying for
* This can include technical skills, such as competency in Microsoft packages
 | * This can include transferrable skills, such as time management and communication skills tailored to the audience
* Strengths may include personality traits such as patience
 |

# Activities

Use this section to highlight your relevant experiences, hobbies, and ways you demonstrate your strengths e.g., volunteering, community-based activities. Hobbies could connect you to the employer and they show that you are passionate about activities outside of education and work.

# referecnes available on request