**FORENAME SURNAME Mobile – Email - LinkedIn**

**RELEVANT EXPERIENCE**

**Job title,** *Company* (include months if under a year) Year – Year

* Start with a short explanation of what the role is.
* Explain what your actions were/are within the role. Use the advert/job description to help tailor your experience and make it directly relevant.
* Finish with a positive outcome i.e., what you learnt, achieved or positive feedback you received.

**SKILLS**

**SKILL:** write a specific example that evidences this skill.

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**EDUCATION**

**Course,** *University* Year - Year

**A levels,** *Sixth Form/College name* Year - Year

**GCSEs,** *High School name* Year – Year

**OTHER WORK EXPERIENCE**

**Job title,** *Company* Year – Year

**Job title,** *Company* Year – Year

**ACHIEVEMENTS**

**Award name/title,** *who awarded it*, date: what it was for… (Scholarship? School Awards? DofE? Cardiff Award?)

**INTERESTS**

This section can be formatted in a few different ways i.e., like the experience sections, skills section or as a paragraph, like­ your personal profile. Write about the extracurricular things you do/are interested in. Employers have said this is a section they may look at first, as they want to see the type of person you are.

***References available on request***