

(Name)

Address

Mobile

Email

Please note this colour can be changed or if you prefer use none at all. To change use the shading tool (the paint pot icon).

Personal Profile eg.

Examples

A skilled Administrator with 5 years experience of working in the public sector Excellent communication skills with the ability to communicate with people at all levels

Key Skills: (any particular skills including professional qualifications)

Examples

Full Clean Driving Licence

Microsoft Office (Word; Excel; Outlook; Powerpoint)

Employment History: (since leaving education, most recent first)

Date from and to: eg March 2000 – July 2012

Employer:

Job title:

Location:

Education:

Most recent first

Interests:

References:

Always state - Available on request