

YOUR NAME

Address Line 1

Address Line 2

City Postcode

Phone Home and Mobile: (000) 555 2468 Email: someone@microsoft.com

Date of Birth:

Nationality:

Marital Status:

Car Owner with clean licence

OBJECTIVE: Your own entry goes here.

QUALIFICATIONS

Using action words to maximise the impact, describe how your background and strengths would make you a strong candidate for the position you are seeking. This section should be concise, contain action words, and should sell your most marketable experiences and abilities.

EDUCATION

19xx-19xx Degree obtained, university/college/school name

19xx-19xx Degree obtained, university/college/school name

EMPLOYMENT

20xx-20xx Position, Name of Company

In the same manner as above, describe your current job responsibilities. Be concise; remove all unnecessary words and phrases. Include the specific results of your actions or decisions to demonstrate your contribution.

19xx-19xx Position, Name of Company

In the same manner as above, describe your next job.

19xx-19xx Position, Name of Company

In the same manner as above, describe your next job.

19xx-19xx Position, Name of Company

In the same manner as above, describe your next job.

HOBBIES

Give a brief synopsis of your interests, hobbies and sports, character.

REFERENCES

Give Contact Details of character reference other than those stated above in your previous employment