**Full Name**



Contact number

Email address

Home address

LinkedIn profile

**PROFILE**

Highlight the qualities you have to stand out from the crowd. Focus on the sector you are applying for and include relevant achievements and your career aims.

**SKILLS** (State the skill and explain in more depth - see examples below)

* **IT –** daily user of Microsoft Office including Word, PowerPoint and Excel.
* **Communication –** can communicate effectively and fluently in both Welsh and English.
*
*

**WORK EXPERIENCE** (Include relevant employment and work placement)

**Job Title**

**Employer | Location |** Start Date – End Date

Describe your job role and responsibilities

**Job Title**

**Employer | Location |** Start Date – End Date

Describe your job role and responsibilities

**Job Title**

**Company | Location |** Start Date – End Date

Describe your job role and responsibilities

**Job Title**

**Company | Location |** Start Date – End Date

Describe your job role and responsibilities

**INTERESTS**

* Include relevant interests
*
*

**EDUCATION**

(Add another heading for additional

training qualifications)

**School/College/University**

**Qualification**

**Subject**

Start & End Date

**School/College/University**

**Qualification**

**Subject**

Start & End Date

**School/College/University**

**Qualification**

**Subject**

Start & End Date