Please don’t include your name or any personal details on your CV

Key Skills

* …

Employment History

*Starting with your most recent job, please list each period of employment giving details of what you did within each position*

Job title, Company Name, Location

(Start date – Present)

Achievements and responsibilities:

Job title, Company Name, Location

*(Start date – End date)*

Achievements and responsibilities:

Job title, Company Name, Location

*(Start date – End date)*

Achievements and responsibilities:

Education & Qualifications

*Starting with the most recent, please list your qualifications and any applicable professional memberships here.*

College/School Name

(Start date – End date)

Eg. A-levels**:**

* English – C
* Mathematics – C

****School Name****

*(Start date – End date)*

Eg.10 GCSEs, grade A-C, including Maths and English

How I meet the person specification for this job…

Please describe how you meet the person specification, alternatively you can write a separate covering letter if you prefer.