

<Name>

<Address>

<Town> <County> <Postcode>

<Telephone>

Date of Birth: [Date of Birth]

Type of Drivers Licence Held: [Drivers Licence Held]

EDUCATION

The name of the School/University Year(s)

SCHOOL /UNIVERSITY NAME AND ADDRESS Start and Finish dates

Enter here what qualifications and grades you achieved

The name of the School/University Year(s)

SCHOOL /UNIVERSITY NAME AND ADDRESS Start and Finish dates

Enter here what qualifications and grades you achieved

EMPLOYMENT

Job Title Year(s)

ORGANISATION NAME YEARS EMPLOYED

Enter here what position you held, duties undertaken and reasons for leaving.

Job Title Year(s)

ORGANISATION NAME YEARS EMPLOYED

Enter here what position you held, duties undertaken and reasons for leaving.

SKILLS

· Bullets may be used here to create an attractive list of skills.

OBJECTIVES

Use the "Section Heading" button to insert additional sections in your Curriculum Vitae. Use the "Bold", "Small Caps" and "Italics" buttons to add visual interest. You should mention any hobbies you have, what your strengths are and your career objectives.

REFEREES

Use this section to enter the Names and Addresses of your referees.