

Curriculum Vitae

Name

PERSONAL

Date of Birth: *date/month/year*
Address: *full Address*
Email: *email address*
Telephone: *telephone numbers*

PROFILE

*Your character. Your strengths/aptitudes. What you can bring to a new employer.
Your career plans. Any product strengths.*

EDUCATION/QUALIFICATIONS *(most recent first)*

*Professional Qualifications
Membership of Associations
School Qualifications
Computer Skills
Other*

CAREER HISTORY *(most recent first)*

Company Name **From:** *month/year* **To:** *month/year*
Title

Responsibilities

Main duties & responsibilities.

Achievements

Major achievements in your job. e.g. sales figures, projects.

Current Package

Salary: *£0000*
Benefits: *e.g. Pension, Car, Bonus etc.*

INTERESTS

Your interests outside of work.