**Your Name**

***Email address***

***Telephone number***

***Address/general area***

**PROFILE**

*A short introduction to your CV and why an employer should hire you , most importantly, make sure it’s relevant to the job you’re applying for.*

***For Example:***

***A highly motivated school student with excellent math’s skills and a keen attention to detail. Looking to pursue an accounting apprenticeship to work towards my goal of securing a senior position at a Big 4 firm. I have an exemplary academic record, including a predicted A in math’s A-level, and exceptional organisation developed across 2 years on the student council. Proficient in the use of MS Office, Scratch, Python and Google Drive.***

**KEY SKILLS *Use bullet points - they take up less room, and are easier to digest – think of hard and soft skills***

* Remember to match your key skills to the job you’re applying for
* Aim to include 5-10 different skills
* **Hard skill examples**: Writing, Coding, IT Skills, MS Office, Bookkeeping, Graphic Design, Musical, social media, Shelf Stacking, Marketing, Foreign Languages, Machinery
* **Soft skill examples**: Communication, Teamwork, Problem -Solving, Creativity, Time-management, Decision-Making, Organisation, Adaptability, Leadership, Initiative

**EDUCATION** *Put your most recent qualifications first*

***For Example:***

***Gracefield Sixth Form***

***2019-2021***

***A-levels/GCSE’s***

***English (A\*), Math’s (A), History (B) etc..***

**Name of School/College** Dates of Study

*A-Levels/Other relevant qualifications*

Subjects & results

**Name of School** Dates of Study

*GCSE qualifications (or equivalent)*

Subjects & results

**EMPLOYMENT/WORK EXPERIENCE** *Highlight any professional experience that is relevant to the role you’re applying for. List your key responsibilities and achievements.*

**Company Name** Dates of employment

*Job title & area of work*

* Use bullet points to list key responsibilities

**Company Name** Dates of employment

*Job title & area of work*

* Use bullet points to list key responsibilities

**INTERESTS/ HOBBIES/ ACHIEVEMENTS**

* This is your chance to show employers a bit of personality – what do you enjoy to do? Bake cakes, walk the dog, spend time with friends, read, watch marvel films?
* Try to include interests relevant to the role/industry
* Add any achievements you have completed; Jack Petchy, Attendance awards, Charity Work, Volunteering

 **REFERENCES ARE AVAILABLE UPON REQUEST**