CV

Name

Address & / or post code

Email

Phone number

**Summary**

I am a …… ( ? hardworking / enthusiastic / enthusiastic …) person with xx years of experience as a ………. My key skills are….. The reason I am applying for this post with you is that I meet your job specification perfectly because I ……

**Experience**

**Employer – dates** ( year) start with most recent

Job title + My responsibilities included ( try to include all relevant skills and activities that relate to the job advert)

**Employer – dates**

Job title and responsibilities

**Previous work and employers included…** ( put hereJobs that took place before 2000, to not alert people to your age)

**Qualifications**

Most recent / highest first. ( include on job training)

**Skills and Attributes**

**Skills** ( refer to the skills you have developed / used in paid and volunteering work and in your everyday life – including family and community based skills, such as leadership, organisation, motivation, budget management, time management, prioritisation)

**Attributes** (refer to your positive personality traits and try to match them to job advert – such as motivated, conscientious, good team worker, able to use your own initiative and give examples

**Interests**

Give examples which show a wide range of interests, any community activities and being active – like cycling, walking, exercise