|  |  |
| --- | --- |
| Address line 1  Address line 2  City  Postcode | **Telephone :** 00000000000  **Mobile:** 00000000000  **Email:** Insert your email  **LinkedIn :** Insert your LinkedIn URL |

# **Your first name and surname**

**Personal profile**

Insert text here

*Start with a bold statement that outlines your purpose. Include characteristics, personal and technical skills, experience and sector interests, in no more than 200 words.*

**TECHNICAL SKILLS/SKILLS MATRIX**

Insert text here

*Use this section as an opportunity to list the different technical skills you have. Including keywords in your CV makes it easier for employers and recruiters to find your CV on job boards.*

*Delete this section if non-applicable*

**Employment history**

*Start with your present or most recent role first and work backwards. If your work history isn’t relevant then it might be worth swapping employment history and education around. Use bullet points to format your responsibilities and achievements.*

Month Year – Month Year **Job title, Company name**

Responsibilities:

* Insert text here
* Insert text here

Key projects or achievements:

* Insert text here
* Insert text here

Month Year – Month Year **Job title, Company name**

Responsibilities:

* Insert text here
* Insert text here

Key projects or achievements:

* Insert text here
* Insert text here

**Industry qualifications**

Insert text here

*Delete this section if non-applicable*

**Education**

*Start with the most recent first and work backwards. Don’t include your grades if they are poor and don’t include any education before GCSE e.g. primary school.*

Year – Year **Course grade, course title, university name**

**Modules included:** Module 1, Module 2, Module 3 etc.

Year – Year School or college name, city

**X** (insert number) **GCE A Levels:** Subject 1 [insert grade], Subject 2 [insert grade], Subject 3 [insert grade], Subject 4 [insert grade]

**X** (insert number) **GCE AS Levels:** Subject 1 [insert grade], Subject 2 [insert grade]

**X** (insert number) **GCSEs:** Subject 1 [insert grade], Subject 2 [insert grade], Subject 3 [insert grade], Subject 4 [insert grade], Subject 5 [insert grade] etc.

**Other relevant experience**

Insert text here

*This could be voluntary work or any relevant experience gained outside of employment e.g. organising a sports team or club.*

*Delete this section if non-applicable*

**Interests**

Insert text here

*As you grow older, your employment record will take precedence and this section will typically diminish greatly in length and importance.*

*Mention any interests relevant to the job and avoid* ***passive, solitary hobbies*** *(reading, watching TV, stamp collecting) or you may be perceived as lacking people skills.*

*Delete this section if non-applicable*

**Additional information**

Insert text here

*You can use this section to briefly explain gaps in your employment history e.g. due to travel or family reasons. You could also include other relevant skills here, such as if you have a driving licence or can speak any foreign languages.*

*Delete this section if non-applicable*

**Referees**

References are available on request.

**Don’t forget to read your CV through thoroughly and check for spelling errors before sending.**

**Once you have completed your CV upload it to the IntaPeople website** [**here**](http://www.intapeople.com/register)**.**