

YOUR NAME

Your Location (The town specifically, IE – Liverpool St as opposed to London)
Contact information (Number, email etc....)

Write a small blurb about yourself here, no more than 1 or 2 sentences. Points to consider:

- Strengths you have
- What you could bring to a business
- What you are looking to achieve from your career
- Avoid saying “I work well in a team as well as independently” OR “Im the best salesperson in the world” – If you include it, expect to get challenged (HARD) by an employer

WORK EXPERIENCE

(Ensure you start from your most recent at the top and work back)

Dates to and from

NAME OF COMPANY

Job Title

Bullet point your experience. Points to consider:

- Don't write war and peace, just stick to the facts and what is relevant
- Consider writing 1 or 2 sentences above your bullet points about the job role and what the company does
- Keep in some stand out achievements ie – Won negotiator of the year award, banking figures etc...
- Consider writing your reason for leaving as your last bullet point if you feel necessary

Continue in this format until you've finished writing about your working history, anything 10 years old you do not need to include your duties, just list the dates, company names and job titles

EDUCATION (Exemplified as below)

University of Greenwich (2008-2011)

2:1 BSc Business Management

Trinity Catholic High School 6th Form (2006-2008)

List each A-Level or College equivalent and grades

Trinity Catholic High School

11 GCSE's A* - C

SKILLS

Points to consider:

- Depending on your job role list some of the key skills you have that could be useful to an employer. IE
 - Experience using Vebra Alto, Reapit, relevant softwares previously used etc...
 - Confident Valuer
 - MARLA qualified
 - Strong Negotiator
 - Experienced in Microsoft packages
 - Experienced in team management (then explain in 1 sentence)

Interests

Points to consider:

- Are you competitive? If so list here ie – “Im a keen footballer & played for Essex as a teenager and try to attend matches where I can”
- Try to think outside the box, you don't need to make things up, if you're a social butterfly – that's still an interest... write it here!
- Anything at all can go here, it shows an employer who you are OUTSIDE of work, there is no right or wrong answer here (although keep professional!!)

References available upon request

OR list your referee's that you are happy for business's to make contact with

Lastly – Remember, if your social media is open for the world to see, employers MAY look at this, I cannot stress enough how important this is to keep it private before you start your search for a new opportunity.