

CV

[Name]

[Address]

Tel: [phone number]

Date of birth: [Day Month Year]

Email: [appropriate email]

EDUCATION

[date from]–[date to] **[School name]**, [school address]

GCSEs: [subjects and grades]

Also: **[any other awards or qualifications gained in school]**

WORK EXPERIENCE

[date from]–[date to] **[Employer name]**, [employer address]

[skills you have developed e.g. time-keeping]

[responsibilities you have and why they are important)

ACTIVITIES AND INTERESTS

[Activity name (e.g. Tennis)]: [Short detail: I have represented my school in tournaments for the last two years.]

[Add more activities or interests here]

ADDITIONAL INFORMATION

[Certificates or qualifications gained outside school. Include date gained.]

REFERENCES

[Full name]

[Company/organisation name]

[address]

Tel: [phone no.]

[Full name]

[Company/organisation name]

[address]

Tel: [phone no.]