

(Name)

(Address – home)

(Address – college)

(Email and phone)

(Date of birth)

Profile

Summarise the main skills and qualities that you have demonstrated on the rest of the CV. This has to be a statement that does not include pronouns (I, my etc). Finish it with 'seeking...' such as 'seeking work experience in a scientific environment' or 'seeking the opportunity to build on my business understanding'

Skills, knowledge and experience

State skills, avoid using first person, and try to give evidence e.g.

- *Communication: led debates in school debate club and Model United Nations;*
- *Attention to detail: planned and executed successful chemistry experiments*
- *Patient: listened to residents on my visits to care home*

You can organise these under headings as in the example, or simply list them on separate bullet points without headings.

Employment and leadership experience

Dates	Company	Job title/duties
Most recent first	Select and hide the table lines for this and the next sections.	Just a short summary You could include unpaid positions of responsibility here

Education

Dates	School/college	Course	Grade
Most recent first	Select and hide the table lines for this and the next sections.		

Interests

Referees

This means one or two people – non-relatives – who will write about you. A teacher or tutor is a good start. Sometimes you will see 'on request' in this section which means that the details have to be requested.