**CV TEMPLATE (Please use Capital Letters)**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Address |  |
|  |  |  |  |
| Last Name |  |  |  |
|  |  |  |  |
| Mobile |  | Post Code |  |
|  |  |  |  |
| Tel No: |  | Email |  |

**Employment Aims**

|  |
| --- |
| 1: |
| 2: |
| 3: |

**Most Recent Employment/Work Experience/Volunteering**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name |  | Town/City |  |
| Date From |  | Date To |  |
| Job Title |  | | |
| Duties |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name |  | Town/City |  |
| Date From |  | Date To |  |
| Job Title |  | | |
| Duties |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name |  | Town/City |  |
| Date From |  | Date To |  |
| Job Title |  | | |
| Duties |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |

**Please Turnover**

**Other Employment/Work Experience/Volunteering**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | | Employer | Town/City | Job Title |
| From | To |  |  |  |
|  |  |  |  |  |

**Education/Training**

|  |  |  |
| --- | --- | --- |
| Dates | School/College | What did you study/Qualifications (Full Course Title) |
|  |  |  |

**Interests** (write 4 interests: Football, Music, Knitting, Swimming)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

|  |  |
| --- | --- |
| **Tick 6 Skills you have**   * Driving Licence (full/clean UK) * For other Driving Licences *please state* * Customer service skills * IT Literate * Competent in the use of Email, Internet and MS Office * An effective communicator * Excellent listening skills * Bilingual * Talented negotiator * Able to problem-solve/find solutions * Good geographical knowledge * Can interpret technical drawings * Observational skills * Possesses a range of practical skills * Good with figures * Administrative skills * Able to train others | **Identify your personal/professional qualities**   * Caring/empathetic * Good sense of humour * Able to respect confidentiality * Ability to motivate other * Willing to participate in training * Able to learn new skills quickly and effectively * Pays attention to detail * Effective leader * Work well on your initiative and as part of a team * Adaptable to working environment/situations * Ability to work under pressure * A flexible approach to company attitudes and policies * Creative flair/artistic * Willing to work unsocial hours |