**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
 |