Full name

[Home address]

[Telephone number]

[Email address]

**Personal Profile**

[Insert personal profile here – a short summary of who you are and what you are like]

[Insert what sort of career you want to follow here]

[Insert any personal achievements/proudest moments here]

**Education**

September 2006 – July 2012 [Name of your primary school]

September 2012 – June 2018 [Name of your secondary school]

[List GCSE subjects and grades achieved or target grades]

**Work Experience**

[From – To] [Job Position] [Company name]

Main duties performed:

**Skills**

[List skills along with examples here]

**Hobbies and Interests**

[Insert your hobbies and interests here]

**References**

References are available upon request.