Curriculum Vitae

**Your name here**

{Add address and postcode here}

Tel: {Add telephone number here}

Email: {Add email address here}

**PROFESSIONAL QUALIFICATIONS**

Write three to four sentences about your work history and personal characteristics here.

**SKILLS**

* Add Technical Skill
* Add Technical Skill
* Add Technical Skill
* Add Technical Skill
* Add Soft Team/Manager Skill
* Add Soft Team/Manager Skill

**CAREER MILESTONES**

* Add your most important personal career achievement
* Add your biggest recognised project/workplace success
* Add any awards achieved
* Add any further milestones

**CAREER HISTORY**

|  |  |  |
| --- | --- | --- |
| Add company name | Add your title | Add the dates worked |

Add a short company description

**Achievements:**

* Add achievement
* Add achievement
* Add achievement

|  |  |  |
| --- | --- | --- |
| Add company name | Add your title | Add the dates worked |

Add a short company description

**Achievements:**

* Add achievement
* Add achievement
* Add achievement

|  |  |  |
| --- | --- | --- |
| Add company name | Add your title | Add the dates worked |

Add a short company description

**Achievements:**

* Add achievement
* Add achievement
* Add achievement

**EDUCATION**

|  |  |  |
| --- | --- | --- |
| Years attended | Name of institution | Name of course |
| Years attended | Name of secondary education | Add A levels |
| Years attended | Name of secondary education | Add GCSE grades |

**REFERENCES**

Provide details of 2 personal referees