**NAME**

CONTACT DETAILS (Address, phone, email)

I’m highly motivated and committed to a career in X sector. My interest in this sector is a result of XXXXX and this enabled me to understand the sector, its priorities and the career pathways available.

You might want to include a sentence about the type of job you’re interested in and why but avoid listing a bunch of descriptive words (anyone can do that – remember your CV is to showcase your unique combination of skills and experience)

**Skills**

Draw out 3 or 4 key skills from job for which you are applying and provide evidence here if there is not a natural fit for providing it in the context of either your Work Experience or Achievements sections.

**Organisation** XXXXXXX

**Team work** XXXXXXX

**Analytical** XXXXXXX

**Education and training**

**Most recent first**

**Dates Name of School/college/university**

**Level** Subject Grade

**Work Experience / Volunteering / Positions of responsibility (separate sections)**

Most recent first

**Date – Present Job title & Company name / Volunteer role / Position of responsibility**

\*One descriptive sentence on company and the scope of your role within it

Provide concise examples of demonstrating the 1 or 2 skills gained that are relevant to the job you are applying for. I.e. I have my own urban and street wear clothing business. This has enabled me to improve my analytical and research skills as I have had to conduct market research in order to determine consumer demand. Bullet points can work well here. Also include a key achievement here if possible i.e. Received a highly commended award for my customer service skills

**Achievements**

\*Try to think broadly here, remember the term “achievement” is subjective – if it was an achievement for you, then include it and link back to skills it helped you gain or that you used in order to achieve it.

**Hobbies/Interests**

\*Only include here anything that you actively do and could talk confidently about during an interview (many people have been known to list things here for impact but when questioned they have nothing to say)

If you can include details of skills or specific accolades associated with these to increase impact

If you don’t have any, be honest and leave this section off rather than make it up! You don’t always need to have an achievements and hobbies section, you may be able to combine the two.

**Referees**

Available on request