

# Full Name

[Home address]  
[Telephone number]  
[Email address]

## **Personal Profile**

[Insert personal profile here]

## **Career Objective**

[Insert career objective here]

## **Achievements**

### **Awards:**

- 
- 

### **Memberships:**

- 
- 

## **Education**

<b>[From – To]</b> Grade achieved:	<b>[Name of the Course]</b>	<b>[Name of the Institution]</b>
<b>[From – To]</b> Grade achieved:	<b>[Name of the Course]</b>	<b>[Name of the Institution]</b>
<b>[From – To]</b>	<b>[Name of the School]</b>	

{Insert GCSE subjects and grades achieved here}

## **Employment**

<b>[From – To]</b>	<b>[Job Position]</b>	<b>[Company name]</b>
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Main tasks performed:

<b>[From – To]</b>	<b>[Job Position]</b>	<b>[Company name]</b>
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Main tasks performed:

**[From – To]**

**[Job Position]**

**[Company name]**

Main tasks performed:

## **Skills**

**Technical:**

**Interpersonal:**

**Other:**

## **Hobbies and interests**

[Insert hobbies and interests here]

## **References**

**[Referee 1 full name]**

[Job position]

[Organisation/Company]

[Address line 1]

[Address line 2]

[Postcode]

**Tel:**

**Email:**

**[Referee 2 full name]**

[Job position]

[Organisation/Company]

[Address line 1]

[Address line 2]

[Postcode]

**Tel:**

**Email:**