**Full Name**

Address

Phone Number | Email | Link to LinkedIn/blog

**PERSONAL PROFILE**

A paragraph outlining who you are for an employer to read and understand what strengths and skills you bring. Do you have a degree? Won any awards you are proud of? We want to know about you, so introduce yourself.

**SKILLS & TOOLS**

A bullet-pointed list of your key strengths & skills and tools you already know how to use:

**PROFESSIONAL EXPERIENCE**

**Start Date - Start Date Employer, Location** (in chronological order, most recent first)

**Job Title**

Include a brief outline of each job role.

**Achievements:**

Bullet-pointed list of what you achieved while in this role -this will make you stand out to an employer!

**EDUCATION & TRAINING**

Include each qualification in bold, followed by the institution, location and (date) i.e.

* **First Class BA Hons Media Studies** Portsmouth University (2019)
* **A Levels Maths B, Photography A, History C**Eastbourne College (2016)
* **10 GCSEs incl. Maths, English & Science A\*-C** Eastbourne College (2014)

**INTERESTS & HOBBIES**

Finally provide an insight into who you are and what you're passionate about i.e.