Name

Address

01234 000000 • name@mail.com

Employment History – please ensure full employment history details are included along with dates and any gaps in employment are explained

Job Title, Company Name, Location

(12 April 2011 – Present)

Achievements and responsibilities:

* List key achievements and responsibilities

**Reason for leaving** -

Job Title, Company Name, Location

(1 June 2010 – 11 April 2011)

Achievements and responsibilities:

* List key achievements and responsibilities

**Reason for leaving -**

Job Title, Company Name, Location

(1October 2007 – 31 May 2010)

Achievements and responsibilities:

:

* List key achievements and responsibilities

**Reason for leaving -**

**Training Courses**

Training course name

Training course description

Date completed

**Professional Body Membership**

Name of professional body

Type of membership

Date of membership

Education

College/School Name

(1 September 2004 – 30 June 2007)

A-levels**:**

* Subject & grade

****School Name****

(1 September 1998 – 20 July 2004)

Qualification:

* Subject & grade

Hobbies & Interests