**NAME**

**ADDRESS**

**EMAIL ADDRESS   
PHONE NUMBER**

**PERSONAL STATEMENT**Your personal statement should include a brief overview of who you are, your strengths and any work experience and/or education you have. Including your skill set here is also advantageous.

**EMPLOYMENT HISTORY**

***When detailing your work history, best practice is to start with your most recent employer and work your way back***

**JOB TITLE & DATES OF EMPLOYMENT**

**Roles and Responsibilities:**

* *Provide a brief overview of your role, and the overall purpose of your role.*

**Main responsibilities include:**

* *Use bullet points to provide your skills and experience, but remember to keep it concise*

**Key achievements:**

* *Include any key achievements you have had in the role*

**Skills achieved:**

* *Bullet point any new skills you have learnt in the role*

**TRAINING**

*Bullet point any training you have completed that supports you in your role*

**EDUCATION**

*Start with your most recent education and work your way back*