

CV TEMPLATE

Please use CAPITAL LETTERS – Fill out all sections if possible

Name:		Address:	
Number:			
Email:			

What job are you looking for?

Fill out the details of your last 3 Jobs, Work Experience or Volunteering (Example Below)

Who did you work for?	JOBCHANGE	Town / City	WOLVERHAMPTON, ENGLAND
Start Date	6 th MAY 2019	End Date	21 st MARCH 2024
Job Title	RECEPTIONIST		
Job Duties:			
• ANSWERING PHONECALLS			
• GREETING CUSTOMERS			
• SCHEDULING APPOINTMENTS			
• MANAGING EMAILS, LETTER AND PACKAGES			
• DIRECTING CUSTOMERS AROUND THE BUILDING			

Who did you work for?		Town / City	
Start Date		End Date	
Job Title			
Job Duties:			
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Who did you work for?		Town / City	
Start Date		End Date	
Job Title			
Job Duties:			
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Who did you work for?		Town / City	
Start Date		End Date	
Job Title			
Job Duties:			
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Any other Jobs, Work Experience or Volunteering

Start Date	End Date	Who did you work for?	Job Title	Town/City
05/08/04	26/12/08	WOOLWORTHS	SALES ASSISTANT	WALSALL

Fill out the details of your Education / Qualifications / School grades

SEE THE EXAMPLE BELOW

Date	School / Training Name	What did you study?	Grade
28 TH JUNE 2024	JOBCHANGE	EMERGENCY FIRST AID AT WORK	LEVEL 2

Fill out 4 Hobbies or Interests (for example: Football, Music, Knitting, Swimming)

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Tick your main skills that you have (around 6)

Tick your main attributes/abilities (around 6)

<input type="checkbox"/> Driving Licence (full/ clean UK)	<input type="checkbox"/> Pay attention to detail
<input type="checkbox"/> Speak different languages (Please list)	<input type="checkbox"/> Able to use social media for marketing / promoting/growing audience
<input type="checkbox"/> Customer service skills	<input type="checkbox"/> Work in a fast-paced environment
<input type="checkbox"/> Good IT skills in (email, internet, Microsoft Office)	<input type="checkbox"/> Meet deadlines and targets
<input type="checkbox"/> Administrative skills	<input type="checkbox"/> Time Management
<input type="checkbox"/> Good listening skills	<input type="checkbox"/> Adaptable to changes
<input type="checkbox"/> Good geographical knowledge	<input type="checkbox"/> Creative/artistic
<input type="checkbox"/> Interpret Technical drawings	<input type="checkbox"/> Motivating others
<input type="checkbox"/> Observational skills	<input type="checkbox"/> Willing to do training
<input type="checkbox"/> Problem-solving/Finding solutions	<input type="checkbox"/> Learn new skills quickly
<input type="checkbox"/> Attentive listening skills	<input type="checkbox"/> Willing to work unsocial hours
<input type="checkbox"/> Good with figures / managing money	<input type="checkbox"/> Caring/ empathetic / respecting others
<input type="checkbox"/> Effective communicator	<input type="checkbox"/> Approachable / relationship building
<input type="checkbox"/> Competent in training others	<input type="checkbox"/> Sociable/open-minded/friendly
<input type="checkbox"/> Have a range of practical skills (Please list)	<input type="checkbox"/> Effective leader
<input type="checkbox"/>	<input type="checkbox"/> Adapting to working environment/situations