Name

Address: Number, Street Name, Town, County, Postcode

01234 567891 [email@email.com](mailto:email@email.com)

Personal statement

Write a brief summary about yourself and include why you would be a great candidate for the job role you’re applying for. This summary should be no longer than a few lines. This is a chance to sell yourself to the employer and why they should consider you. Take a look at the company’s values on their website and state what you could bring to the organisation.

Work Experience/Employment

List your employment history with your most recent first. Include the position you held, the name of the company, location and the dates you worked there.

Personal Assistant to Managing Director, Company, Location

Dates (MMYY-MMYY)

Achievements and responsibilities:

* You will need to include the skills obtained, responsibilities and achievements.
* Select the duties and responsibilities that are most relevant to the job you’re applying for.
* Perhaps you can mention about the promotion you received or the challenges you faced at work and how you overcome them.

Also, include any relevant work experience which could include volunteering or personal projects.

Education

List the institution you attended and your educational achievements; include the years you were there and the grades you achieved. Any additional achievements, such as online qualifications, first aid training - add them here.

College/School Name

(September 2000 – July 2007)

A-levels**:**

* Business Studies – B
* English Literature – C
* Physics – B

Key Skills

Add your professional skills here, outlining the most relevant ones for the job your applying for and the company. List your main areas of expertise to highlight why you would be a perfect fit for the role.

Write about your transferable skills; such as good timekeeping, conscientious, organised. These are all key attributes that your prospective employer will be looking out for.

References

You can either provide the contact details of two of your referees or write ‘References are available on request’. These are so your potential employer can follow up after the interview process.