**Your name**

Address

**Telephone:** **Email:**

**Education:**

2009-2013 **University** Degree

([Predicted] Grade 2:1)

2007-2009 **College**

A-levels: English Literature (A)

French (B)

Spanish (B)

AS-Level: History (A)

English Literature& Language (B)

2002-2007 **School**

GCSEs: 9 A\* including English, Maths and Science

**Employment:**

Sept 2011 to present, **Company**, Role

* List 2-3 responsibilities in bullet points and how the experience has benefitted your career prospects. Make it relevant to the job you are applying for.

April 2007 - April 2009, **Company**, Role

* Responsibilities

Nov 2006-Feb 2007. **Company,** Role

* Responsibilities.

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**Skills**

* List your I.T skills
* Any language skills
* Any relevant qualifications
* Full, clean driving licence

**Positions of responsibility and achievements:**

**Sporting**

* Example

**Volunteering**

* Example

**International opportunities**

* Example

**Awards**

* Example

**NOTE: Remember to state why these achievements are relevant for the job you are applying for**

**References:** Available on request