

CURRICULUM VITAE

Name:

Contact Details:

Home Address, telephone number/s, e-mail address.

Personal Profile:

A short introduction to your CV, containing brief information about yourself and the type of work you are looking for. This is one of the first things employers see... Sell yourself!

Skills:

Any specific skills you have gained through your previous employments

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Career History: It is beneficial if you can date back for 10 years with your career history, with as much detail as possible going into your duties and responsibilities. This should be in descending order.

Date: To and From

Company Name:

Position within the Company:

Explain the duties and responsibilities you gained within your position

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Position within the Company:

Explain the duties and responsibilities you gained within your position

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Education/ Qualifications:

It is beneficial if you put all your education details, qualifications, training courses attended to boost your CV. This should be in descending order.

School/ College/ University and Date:

Subjects takes:

Grades:

GCSE/CSE/A/AS/O

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School/ College/ University and Date:

Subjects takes:

Grades:

GCSE/CSE/A/AS/O

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Training Courses

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