

NAME	FIRST NAME AND SURNAME
NATIONALITY	e.g. British / Australian
VISA / PASSPORT DETAILS	Working Holiday (Start Date - End Date) / British Passport
ADDRESS	House/Flat number, Road Name, Town / City, Post Code, Country
TELEPHONE NUMBER	Home / Work / Mobile Numbers
E-MAIL ADDRESS	example@example.com
EDUCATION	Dates of studies (Start Date – End Date) University Name, Town, Country Degree and Grade Dates of studies (Start Date – End Date) Name of School, Town, Country Subjects and Grades
PROFESSIONAL QUALIFICATIONS	e.g CIMA, ACCA, ACA, AAT
LANGUAGES	Language – Level e.g Spanish - conversational French - Fluent
SYSTEMS EXPERIENCE	Microsoft Word, SAP, SUN Microsoft Excel (level ie : intermediate, advanced,VBA)

INTERESTS / EXTRA CIRRICULAR ACTIVITIES

Listing your interests is important as it shows a potential employer more about you other than your work experience and skills. Go into some detail here and do not just write Football or Tennis. This is also a good section to highlight achievements such as team captain, team treasurer etc

CAREER HISTORY

Begin with most recent

Date From - Date To

Company Name
Include a brief outline of the company and its activities

Job Title
Responsibilities Include:
List in bullet form
Keep it concise and to the point
Include any projects you have been involved with.

Date From - Date To

Company Name
Include a brief outline of the company and its activities

Job Title
Responsibilities Include:
In bullet point form.

Date From - Date To

Company Name
Include a brief outline of the company and its activities

Job Title
Responsibilities Include:
In bullet point form.