

Your Name

Contact Details (including town and county and postcode)

Telephone numbers including mobile contact details

Email address

PERSONAL PROFILE

This section should not be in bullet point format and should be no more than 4 sentences long. This is your opportunity to present your unique skill set and the value you can bring to a company. If you can, avoid starting sentences with "I" where possible. Try to make it as relevant as possible to your chosen career or work placement.

SKILLS

- Bullet point for ease of reading.
- Consider team work, communication, reliability, responsibility, organisational and interpersonal skills. Make sure you give examples of where you have demonstrated these skills.

Example: IT Skills: Microsoft Office: Word, Excel, PowerPoint, Outlook and Explorer

Example: Well developed analytical and numerical ability as demonstrated by my in Maths Challenge.

EDUCATION & TRAINING

List date you started at ELA and its address e.g. Sept 6th 2009 to Present
East Leake Academy, Lantern Lane, East Leake, LE12 6QN

List any qualifications gained or being studied including A levels, GCSEs or BTEC qualifications. Include full name of subject, dates and actual or predicted grade

EMPLOYMENT EXPERIENCE

Remember include details of any employment to date emphasising the skills you have developed. You should also include details of voluntary work including supporting fundraising activities or memberships of societies etc...

List job title and place of work and the dates of employment

- Insert further details of your key duties and responsibilities (use bullet points) .

INTERESTS

Include brief details of interests if you have the space on your document.

REFERENCES

Include details of two referees.

At least one should be a member of ELA staff (your tutor). If you don't have anyone else use your head of house too. **A relative cannot be a referee.**

As privacy and identity theft have become an issue in recent years, some people don't want their names and addresses listed even if they are happy to be your referee. Ask people before you add them as a referee. If they do not want their personal contact details including, then you can just put 'references available on request.'