**Student Name**

Student Address Line 1

Student Address Line 2

Student Address Line 3

Postcode

Phone Number

Email Address

**Skills and qualities**

What sort of person are you? See the example CV for an idea of the sort of thing that you could write here. If you struggle to make it sound great, don’t worry, just start writing. You can work on the wording later or someone else could help you.

**Qualifications**

School name and address

Years attended from (and to)

Qualifications gained with grades or qualifications being studied towards (in a list)

**Work Experience**

Company name and address

Dates:

Main duties:

**Interests and achievements**

Tell them something about yourself here. What do you enjoy doing? What are you good at? What other experience have you got that employers would be interested in hearing?

**Referees**

|  |  |
| --- | --- |
| Name  Position (eg Form Tutor)  Address line 1  Address line 2  Address line 3  Postcode  Phone number  Email address | Name  Position (eg Form Tutor)  Address line 1  Address line 2  Address line 3  Postcode  Phone number  Email address |