

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 CURRICULAR 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:	<p>Company Name Include a brief outline of the company and its activities</p> <p>Job Title Responsibilities Include: List in bullet form Keep it concise and to the point Include any projects you have been involved with.</p>
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