**Curriculum Vitae**

**Name**

**Address**

# EMPLOYMENT

|  |
| --- |
| Start – End date/ presentROLE, Company “I am currently working alongside the accounts team and the role of an administrator. Typical duties include:   * Emailing relevant departments and let them know of any queries with any paperwork or receipt queries that may occur daily…” etc. |
| start – end daterole, Company “I was working in the back office. This job role meant that I oversaw stock and all excess stock within the store. Typical duties included:   * Recording minutes for meetings and email the relevant people to let them know of any meetings that are being held and a brief memo of what the meeting entails…” etc. |

# part-time work whilst in education (if applicable)

|  |
| --- |
| Start – End dateROLE, Company  * List duties |
| start – end daterole, Company  * List duties |

# EducATION

|  |
| --- |
| year start- year endDegree, university Disclose your grade and outline modules |
| year start – year enda-Levels, sixth form/ college Disclose your subjects and grades attained year start – year endGCSEs, school Disclose your subjects and grades attained |

# Skills

|  |  |
| --- | --- |
| * List your strengths relevant for the role you’re applying for * List one of your strengths | * List one of your strengths * List one of your strengths * List one of your strengths |

# interests

Gym

Reading

Cooking

# references

Available on request