**Your Name**

100 Example Rd

Made up Street

Pretend Town

Own County

QX16 8MA

Email@address.co.uk

07715 280820

**PERSONAL STATEMENT**

This statement should be brief (50-150 words) only a few lines not a few paragraphs (In a cover letter you can go into more detail) The personal statement is a summary of who you are as a professional, making sure the information is relevant to the position you are applying for.

WORK EXPERIENCE

Job Title – Dates of Employment (date format should be Month YYYY e.g. November 2011 – May 2012)

Company Name

Location

##### **It is very important to include your** dates of employment **regardless of whether you are still in the job you have listed.**

##### **Summary of Experience**

##### Give a brief description of the role you are/or where employed to do then go onto to list key responsibilities, that are relevant to the position you are applying for and show you can do the job you are applying for.

##### **Responsibilities:**

* Day to day tasks
* Individuals or teams you manage
* Skilled competencies that you carry out
* Help the recruiter frame your achievements and give them context
* You can also build previous responsibilities that are relevant to the role

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Job Title – Dates of Employment (date format should be Month YYYY e.g. November 2011 – May 2012)

Company Name

Location

##### **For older jobs you should keep the details slightly shorter, remembering to include your dates of employment and key skills obtained/applied to achieve your goals**

##### **Summary of Experience**

##### Give a brief description of the role you are/or where employed to do then go onto to list key responsibilities, that are relevant to the position you are applying for and show you can do the job you are applying for.

##### **Responsibilities:**

* Day to day tasks
* Individuals or teams you manage
* Skilled competencies that you carry out
* Help the recruiter frame your achievements and give them context
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**EDUCATION**

If you are looking for your first job and do not have much or any work experience at this point – do not fret. Expand on your education responsibilities and apply them to real life scenarios so an employer has an understanding of what you have achieved and the means used to get these achievements.

**Education and Qualifications:**

* Pretend School (1990/1994): GCSEs: Subject 1, Subject 2,

 Subject 3, Subject 4, etc.

* High Education College (1994-1995): *example* 1st Diploma in Horticulture. *Example description of course* - plant identification, cultivation and maintenance, operation of plant and machinery, health and safety and a good insight into the horticulture industry.

##### **Along with detailing schools and college’s it is important to list all relevant accreditations/certifications/licences, see examples below.**

* Health and Safety Training.
* Tree Surgery Course including Chain Saw Certificate.
* PA1-PA6 Spraying Certificates.
* Experienced driver, own van, clean licence.
* Experienced in driving 7.5-ton vehicles, diggers and dumpers.
* CSCS Card

**PERSONAL INTERESTS**

Feel free to list these out in bullets or in a table. If you lack experience for a role that you are deeply passionate about, you may want to mention how you use your spare time to pursue this passion. Be it in reading around the subject matter or expanding your technical skills.

**REFERENCES**

References are available on request.