YOUR NAME HERE

Town / City • 07XXX XXXXXX • yourname@email.com

ABOUT ME

Write 2–3 sentences about who you are, what sort of work you want and what you bring. Keep it real. Example: “I’m reliable, quick to learn and looking for hands-on work where I can build experience. I enjoy working in a team and I’m happy to get stuck in.”

SKILLS & STRENGTHS

• Teamwork and communication • Punctual and dependable • Willing to learn
• [Add a real skill] • [Add a real skill] • [Add a real skill]

WORK EXPERIENCE

JOB TITLE / VOLUNTEER ROLE — Employer or Organisation
Month Year – Month Year | Location
• Say what you actually did. Start with a verb: helped, served, organised, packed, supported.
• Mention something useful you learnt or achieved.

NO PAID WORK YET? Use volunteering, helping at events, a family business or responsibilities at school. If you have none, delete this section for now.

EDUCATION

SCHOOL OR COLLEGE NAME — Qualification / Course
Year – Year | Add relevant subjects, grades or expected results

OTHER EXPERIENCE & INTERESTS

Sports teams, volunteering, projects, clubs or relevant achievements. Example: “Played rugby for three seasons, attending regular training and matches.”

REFERENCES

Available on request.