**Example of a Curriculum Vitae**

**Name** First name and last name

**Address** Street number / house name and street name

 Town/City

 Postcode

**Telephone** Home / Work number

 Mobile number

**Email** Your email address

**Nationality** British / Indian etc

**Profile**

A short description of yourself at work and what you are looking for

**Employment History**

**January 2010 – Present**

**Name of Employer**

**Position Held**

* Specific duties
* Responsibilities held
* Particular achievements

**January 2008 – December 2010**

**Name of Employer**

**Position Held**

* Specific duties
* Responsibilities held
* Particular achievements

**March 2006 – December 2008**

**Name of Employer**

**Position Held**

* Specific duties
* Responsibilities held
* Particular achievements

**Education and qualifications**

Start year – end year, name of university

Degree attained

Start year – end year, name of college / school

Number of A-Levels / O’Levels / GCSEs

* Qualification and pass grade
* Qualification and pass grade
* Qualification and pass grade

Other qualifications achieved

**IT skills**

List package and version

**Languages**

List languages and proficiency