

Name

Address

Address

Post Code

Position applied for: e.g. waitress

E-mail:

Tel:

Personal Profile

- Personal traits (honest, trustworthy etc.)
- Ambition (what are your future plans?)
- Skills (problem solving etc.)
- Working with others

Education & Training

- School achievements with dates (Certificate for Maths achievement etc.)
- Experience gained either at school or at home (Experience working with money etc.)

Interests and Hobbies

- Especially those that would link with the job you are applying for
- E.g. reading, solving Sudoku puzzles, helping entertain guests

Closing Statement

- Explain why you are suited to this particular job
- Why should you be employed over other candidates? Use persuasive language!