

Miss G Webb	Beaumont House Kensington Village West Kensington W14 8TS gweb@hotmail.com 01231234567
Position applied for: Graduate Trainee Accountant	

Personal profile:

This section only needs to be a few lines long and should include information about what you're currently doing and the type of role you're looking to go into.

Education:

2005 - 2008	Name of University Subject and level of degree – potentially with projected grades.
2002 - 2005	Name of College/School A level subjects and grades GCSE Subjects and grades

Work experience:

March 2006 - present	Company name and location Position title Key duties: Starting with the most relevant to position applied for.
October 2005 – March 2006	Company name and location Position title Key duties

Key skills:

Bolded headings:

- Followed by brief bullet points explaining what skills experience you've acquired that will be relevant to the job. For example...

Leadership skills:

- As Captain of Society in University I was responsible for organising meetings etc.

Further training and development:

April 2007	List any other training you've undertaken or even relevant seminars/lectures you've attended outside of University.
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Interests:

Any major interest here – preferably one that will be attractive to an employer	With description of what it entails – focusing on transferable skills that could be relevant to the job.
Other interests	Listed here

References:

Name Position title/relationship to you Contact details: Address Number Email	You don't have to include references in your CV but they're a nice touch and you'll have to provide them at some stage anyway.
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