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| **Full Name**  **Current Position** | |  | **Address:**  Here you should put your home address  **Phone:**  Provide your mobile number as a minimum  **Email:**  Make sure your email is current and |
| **Summary** (Delete or replace all comments in red – these are just guidance and examples)  Here is where you should provide a professional summary about yourself and your experience. Ensure this is up to date.  This is your punchy ‘grab’ statement that will draw in potential employers when they start reading your C.V. | **Skill Highlights** (These are examples, delete all or as appropriate – add in your own skills)   |  |  | | --- | --- | | * CQC Compliance * Report Writing * Project management * Public/Motivational Speaking * Strong decision maker * Complex problem solver | * Elderly Care * Dementia Care * Networking * Social Media * Innovative * Service-focused |   **Work History**  **Most Current Position**  11/20XX – Present  **Company name**  Location  Is it remote working?  Start with a very short statement about your current position and then list your achievements in this role in bullet point format:   * Be short and succinct * Highlight your biggest achievements * Anything out of the ordinary or above and beyond * But not responsibilities, this comes next     The main responsibilities I have as <insert current role> include/are:   * List all the roles and responsibilities that you have in your current role * Start with the ones which hold most responsibility * Demonstrate your skill set by showcasing the importance of your roles * Don’t just list your job description, show you understand your role   **Previous Position**  11/20XX – Present  **Company name**  Location  Is it remote working?  Start with a very short statement about your current position and then list your achievements in this role in bullet point format:   * Be short and succinct * Highlight your biggest achievements * Anything out of the ordinary or above and beyond * But not responsibilities, this comes next     The main responsibilities I have as <insert current role> include/are:   * List all the roles and responsibilities that you have in your current role * Start with the ones which hold most responsibility * Demonstrate your skill set by showcasing the importance of your roles * Don’t just list your job description, show you understand your role   Continue to add previous work experience but the further back you go and the less relevant the roles become provide scant information  **Affiliations**  Inform your current employer about affiliations you hold.  Are you a member of a professional body/institute  Do you hold any accreditations?  Are you part of a union etc  **Education**  Start with your most recent/relevant qualification.  Qualification  Year: 02/20XX  Training organisation/location  Qualification  Year: 02/20XX  Training organisation/location  Qualification  Year: 02/20XX  Training organisation/location | | |
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| **Awards and Recognitions**  Add any awards or accolades here with dates |
| **Hobbies**   * It can be good to share a bit of yourself with future employers * Do this in bullet point format * Its short, snappy, and easy to read |
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