**Name**

**Current position ▪ Current Location**

**Contact number ▪ Email address**

Availability: ASAP or notice period with current company

Charge Rate: If applicable, please note your charge rate

**Personal Profile**

This is where you put your personal statement. Just one or two paragraphs. Ranging from 50-150 words.

**Employment History**

**Company name**  *Month/Year to Present*

Position title

Summary

**Company name**  *Month/Year to Month/Year*

Position Title

Summary

**Company Name**  *Month/Year to Month/Year*

Position Title

Summary

**Company Name**  *Month/Year to Month/Year*

Position

**Company Name** *Month/Year to Month/Year*

Position

**Skills/Achievements**

Write down any other skills/achievements you might want to mention to any potential employers.

**Professional Memberships**

Note any professional memberships you are part of/hold.

**Education**

**University name**

*(Month year – Month year)*

Subject - grade

**College/School Name**

*(Month year – Month year)*

Diploma – grade

A-levels**:**

Subject – Grade

Subject – Grade

Subject – Grade

(Delete as appropriate)

**School Name**

*(Month Year – Month year)*

10 GCSEs, grade A-C, including Maths and English

**References**

Available on request.