

EDUCATION & TRAINING

List any qualifications gained
University Name, dates (if applicable)

List any qualifications gained
College Name dates (if applicable)

List qualifications gained (do not include GCSE results if you have a Degree qualification)
School Name: dates (if applicable)

Employers will always review the education section. Include details of the qualifications and training you do have. If you are concerned about your lack of qualifications don't worry, many highly regarded business professionals do not have academic qualifications. Employers generally value experience over education.

CORE SKILLS

- Include details of all skill you have to offer potential employers.
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- Example: IT Skills: Microsoft Office: Word, Excel, PowerPoint, Outlook and Explorer
- Example: Well developed analytical and numerical ability.

INTERESTS

Include brief details of interests if you have the space on your document however avoid phrases including 'socialising', 'partying' etc.

References available on request

Privacy and identity theft have become an issue in recent years and it is best to protect the details of your referees, do not include their contact information on your CV. Employers don't need this information within the early stages of the recruitment process.