

## CV Layout

Name  
Address  
Phone Numbers  
E-mail Address

### **Personal Profile:**

A few lines selling your character and personality

### **Achievements:**

Bullet points of your top few achievements both in business and private life.

### **Employment History:**

Most recent position first. Each position should include the company name and franchise along with the dates you were there. You should state the position held on leaving and responsibilities. Prospective employers like to see your main success's at each job held.

### **Qualifications:**

*The main training courses attended along with the number of school and further education qualifications you have.*

*e.g 5 GCSE, Ford sales training and BSC in business studies*

### **Interests:**

*List your interests, club memberships and pastimes .*