**Name**

**Location**

**Phone Number Email Address**

**PERSONAL PROFILE**

*Brief paragraph of c. 4-5 lines*

**KEY SKILLS**

* *4-5 bullet points outlining your Key strengths/Achievements*

**EDUCATION**

***Training Courses***

* *Any training you have completing whilst working for example…*
  + *2018 – NEBOSH*
  + *2017 – Fire Marshall Training*

***Qualifications***

* *Education history, including institution and a brief summary of qualifications for example…*

***1995 - 2000***

***Newcastle High School***

***9 x GCSE’s, A-C***

**EMPLOYMENT HISTORY**

**Date**

**Employer**

**Job Title**

* *Bullet points outlining your key responsibilities*

**ADDITIONAL INFORMATION**

*Any additional information you would like to include such as hobbies or any responsibilities you hold outside of work.*