**MY CV TEMPLATE**

Use the template below to plan your CV. When it comes to using it, you can take the information from below and ‘tweak’ it to meet the job requirements that the employer says they are looking for – but this will give you a basis as a starting point.

**Personal Information:**

Full Name:

Date of Birth: (some people question whether this should be included – leave it out if you are not happy to include it)

Contact details: Address, email, etc.

**Profile:**

Short summary that describes who you are and what you offer an employer. (You can have a couple of these and select which one to use for the job being advertised).

**Education:**

List your education achievements, highlighting anything outstanding (such as a grade point average).

**Professional Experience:**

List here any work experience including internships you have completed for specific communities.

**Extra Curricula Activities:**

List here anything you do in a club, sports, etc. and what you have achieved.

**Skills:**

This is where you include other skills such as holding a drivers licence, computer skills, etc.

**Interests and Additional Information:**

Anything else you think might be of interest to a potential employer can go here, such as being a member of the CFS or other voluntary group, etc.