**Name**

Address and Mobile Number

# Personal Profile

3-4 line paragraph of that describes you and the employability and subject skills you can offer, linking to working and education experience. This section changes for every job so links specific to skills asked for in the job advert.

# Higher Education

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2016-2020 | Sheffield Hallam University | | | **BSc (Hons) Business ..with placement year** | | | | 2(i) |
| 1st Year Modules | | Grade | 2nd Year Modules | | Grade | 3rd Year Modules | Grade | |
| Module Title | | ? | Module Title | | ? | Module Title | ? | |
| Module Title | | ? | Module Title | | ? | Module Title | ? | |
| Module Title | | ? | Module Title | | ? | Module Title | ? | |
| Module Title | | ? | Module Title | | ? | Module Title | ? | |
| Module Title | | ? | Module Title | | ? | Module Title | ? | |
| Module Title | | ? | Module Title | | ? | Module Title | ? | |

# Employment

|  |  |  |
| --- | --- | --- |
| Dates | Company and address | **Job Title** |
| Job description demonstrating employability skills applied 3-4 lines | | |
| Dates | Company and address | **Job Title** |
| Job description demonstrating employability skills applied 3-4 lines | | |
| Dates | Company and address | **Job Title** |
| Job description demonstrating employability skills applied 3-4 lines | | |

# Skills (This section change every time for every job so reflects advert)

|  |  |
| --- | --- |
| **Project Management** | 2-3 line demonstrating with examples applied |
| **Communication** | 2-3 line demonstrating with examples applied |
| **Leadership** |  |
| **Commercial Awareness** |  |
| **Negotiation** |  |
| **Organisation** |  |

# Education

|  |  |  |
| --- | --- | --- |
| Dates | School/College Name and Address | BTec, T Levels, A’levels subjects and grades |
| Dates | School Name and Address | Number of GCSE subjects and grades |

# Interests

Short paragraph on involvement in University Society or Extra Curriculum activity which position, success of the team and how you contributed (will imply leadership and teamwork)

Duke of Edinburgh Award

Note Interests is another area demonstrate skills, that others can work with you

# References

|  |  |
| --- | --- |
| Name  Role  Address  Telephone  Email | Name  Role  Address  Telephone  Email |