**Your name here**Address line 1, Address line 2, postcode  
Contact number  
Email address

**Personal profile:**   
*Example: A highly experienced secretary and personal assistant, with   
excellent numeracy skills, and the ability to organise efficiently.*

Use this section to highlight something about yourself that is relevant for the role you are applying for.

**Employment history:**  
Year – year Employer  
 Position  
 Details

Remember you don’t need to put your entire work history down. Explain any gaps in your cover letter.

*Example:*

You could write the job responsibilities/details in full sentences or bullet points.

1985- 2005 Brunswick local council, Planning department   
 Departmental administrator   
  
Responsible for assigning planning applications to the planning officers, and ensuring all paperwork and filing was kept organised and up-to-date. Also in charge of maintaining stationary stocks and managing the resources budget.

Here you could include any additional training and courses you have undertaken.

**Training:**

Year Qualification and where it was obtained from

You can put down some of your key skills, especially if they are relevant to the job you want.

**Core skills**:

* Numeracy and budget management
* Microsoft Excel (basic)
* First aid trained

You don’t need to put the date the qualifications were obtained here if you would prefer not to.

**Education:**

Year Qualification and where it was obtained from

This section is a good place to show your interests and any community or volunteering activities you take part in.

**Interests:**

* Local scout leader
* Gardening
* Walking