**Curriculum Vitae - John Smith**

*State your name at the top of the page.*

*State Address:* House Name, Email Address: johnsmith@email.gg

Street Line 1, Mobile Number: 07781 000000

Street Line 2, Residential Status: Local

County, Availability: 1 month *- This indicates*

Country, *when you will be available to start a new*

Postcode *role. Remember to consider your current notice period, if already employed.*

**PERSONAL STATEMENT**

*In this section, summarise your experience and qualities. It can also be beneficial to note what kind of work you are looking for and why.*

I am a hardworking and trustworthy individual, with years of experience in the Banking sector. I am seeking new employment opportunities in the Banking sector, to further develop my capabilities and to provide me with more of a challenge.

**EMPLOYMENT HISTORY**

*- List your employment history, starting with your most recent role and ending with your first.*

**Jan 2011 - Present BANK, GUERNSEY** *- State the Company name and location.*

*Specify dates of employment*

*- From and To* SENIOR FUND ADMINISTRATOR *- State the role you held whilst employed here.*

* List the duties you carried out whilst employed here.

(Reason for leaving: New opportunities) *- State reason for leaving.*

**Jan 2010 - Jan 2011 TRAVELLING *-*** *Note any travel down as you would a job role. It is not compulsory to state*

*Specify dates of travel. the location of where you travelled, however, if you would like to do so, you may.*

*From and to*

**Sept 2008 - Jan 2010 BANK, GUERNSEY** *- State the Company name and location.*

*Specify dates of employment*

*- From and To* FUND ADMINISTRATOR *- State the role you held whilst employed here.*

* List the duties you carried out whilst employed here.

(Reason for leaving: Career progression) *- State reason for leaving.*

**Aug 2006 - Sept 2008 INSURANCE FIRM, GUERNSEY** *- State the Company name and location.*

*Specify dates of employment*

*- From and To* ADMINISTRATOR *- State the role you held whilst employed here.*

* List the duties you carried out whilst employed here.

(Reason for leaving: Wanted a change in career direction.) *- State reason for leaving.*

**Apr 2006 - Aug 2006 RETAILER, GUERNSEY** *- State the Company name and location.*

*Specify dates of employment*

*- From and To* SALES ASSISTANT (PART-TIME DURING EDUCATION) *- State the role you held whilst employed here.*

* List the duties you carried out whilst employed here.

(Reason for leaving: Wanted to pursue new options.) *- State reason for leaving.*

**PROFESSIONAL QUALIFICATIONS**

*In this section, list any professional qualifications achieved. For example, if you are ACA Qualified, this is the section in which to put that information. Include the date you completed the qualification, the governing body, the name of your qualification and level, and the grade or result achieved.*

**EDUCATION & QUALIFICATIONS**

*List your Educational History, starting with your most recent School, College or University, and ending with your first (Excluding primary school). Remember to list the dates of when you attended School, College or University. List the subjects you studied, the level you studied them at and the grade or result that you achieved. When listing the subjects you have taken, always put the subject that you achieved the highest grade or result in, at the start of the list and end with the lowest.*

**Sept 2000 - Jul 2006 SCHOOL, GUERNSEY** *- State name of School, College or University and location.*

*Specify dates From and To*

A Level English Literature A

 Media Studies A

Mathematics B

AS Level English Literature A

 Media Studies A

Mathematics B

 Psychology B

GCSE Mathematics A

 English Literature A

 Media Studies A

 English Language B

 French B

 Science (Double Award) BB

ICT C

 Religious Studies C

**COURSES / TRAINING**

*In this section, you would note any Courses or Training that you have undergone. Remember to list the dates of when you received this training.*

Jan 2020 Microsoft Office - Intermediate

Jul 2006 First Aid Training with St John’s Ambulance

**IT SKILLS**

*In this section, note any skills you possess relating to IT.*

Proficient in the use of Microsoft Office, for example: Outlook, Word, Excel

and PowerPoint.

**KEY SKILLS**

*Note any of your skills that you believe an employer will value. This can include things like: Trustworthy, Reliable, Hardworking or Flexible etc.*

* Trustworthy
* Good communication skills
* Organisation skills
* Hardworking

**PERSONAL ACHIEVEMENTS**

*In this section, state any achievements that you believe will show who you are and what you have accomplished.*

* Employee of the Month - Retailer Jun 2006
* Most Improved Award - School 2005
* On the Island Basketball Team - 2018 - Present

**References: Karen Brown, Derek Jones**

 **Professional Reference Character Reference**

 **Insurance Firm, Worked with Derek for 5 years.**

 **Address: Address:**

 **Email: KarenB@insurancefirm.gg Email: derekJ@email.gg**

*It is very beneficial to state references at the end of your CV. This way, a potential employer can seek a reference from a previous employer, colleague or friend etc. and if the reference is positive, you have more of a chance of being hired. You should note down two reference contacts, with at least one being a contact for a professional reference. Remember, you should get permission from the individual that you are siting as a reference contact before you note them down on your CV.*