

Curriculum Vitae

Name
Current Address
Tel (Home)
Tel (Mobile)
Email

Optional Information:
Date of Birth
Nationality
Marital Status
Driving Licence Full/Clean

Education and Qualifications

Dates of education, qualification achieved and where you achieved it
(Degrees/Diploma's/NVQ's/GNVQ's/GCSE/A-Levels etc...)

Professional Training and Qualifications

Details of courses attended along with the date of the course, duration and the training company.

Profile

A brief overview of your experience and how you hope to utilise this in the progression of your career. The type of position you are looking for and why this interests you.

Employment History

1999 – Present

Company Name/Clients Name

Job Title: Housekeeper/Butler etc...

Give a short description about the role and outline your tasks and responsibilities, as well as details of any other staff you were responsible for.

(Make sure to do this for all your positions and to include as much information as possible on the positions **relevant** to your chosen position. Be sure not to have any gaps in your employment history)

Hobbies

A couple of lines outlining your hobbies and interests.

References

Details of 2 contactable references from previous employment.