

CV Planner



The best way to prepare your CV is to use **CV Writer**. If you don't have access to the Internet, you could use this sheet to draft your CV.

Name:
Date of birth:
Address:
Telephone number home:
Telephone number other:
Email address:
Personal statement

Experience of work – Include dates and general duties. Include part time and Saturday jobs and school work experience

Company name	Duties	From	To

Education

School/College	Address	Qualifications		Date left
		Subject	Grades	

Outside interests/Other information – e.g. team sports, voluntary work, membership of clubs or organisations, driving licence hobbies

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Names and addresses of 2 referees – Remember to ask their permission. They should not be related to you. An employer or teacher would be ideal.

Referee 1 name and address	Referee 2 name and address

Ask the person preparing your CV to try to fit it onto 2 sheets of A4 if at all possible. If your email address is too funky-sounding you may do well to change to a simpler, more 'business-like' one.