

# Curriculum Vitae [ Your Name]

[your postal address]  
[your phone numbers]  
[your email address]

## Personal Details

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Include the following if applicable: Transportation details, Marital Status, Nationality, Eligibility/Visa status.

## Summary of Experience

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A short paragraph about yourself, experience to date and the opportunities you are looking for

## Education (if applicable)

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**From - To**                      **UNIVERSITY NAME**  
*[Degree Type] in [Subject] with [Classification]*

**From-To**                      **[NAME OF COLLEGE]**  
*List subject and Grade of A-Levels or Equivalent*  
*Level: Subject (Grade), Level: Subject (Grade), Level: Subject (Grade)*

**From - To**                      **[NAME OF SCHOOL]**  
*List main subjects and grades of GCSE's or Equivalent*  
*Subject (Grade), Subject (Grade), Subject (Grade)*

## Work Experience (in chronological order)

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**From-To**                      **[NAME OF COMPANY, LOCATION]**  
Position:                      *[Job Title]*  
Description:                      *Key areas/responsibilities - skills gained – products and equipment used*  
Reason for leaving:

**From-To**                      **[NAME OF COMPANY, LOCATION]**  
Position:                      *[Job Title]*  
Description:                      *Key areas/responsibilities - skills gained – products and equipment used*  
Reason for leaving:

## Additional Information

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- *[Additional 1]*
- *[Additional 2]*

Here you can write any other important information i.e. languages spoken, willingness to commute/relocate.

## Interests

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- *[Interest 1]*
- *[Interest 2]*

Don't lie about interests as you may get caught out – try to show an interest in Engineering and the current market – employers want to see that you are enthusiastic.

## References

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Provide details of 2 referees'. Ideally your last two employers. We would recommend asking for their permission.