

# Your Name

email@address.co.uk

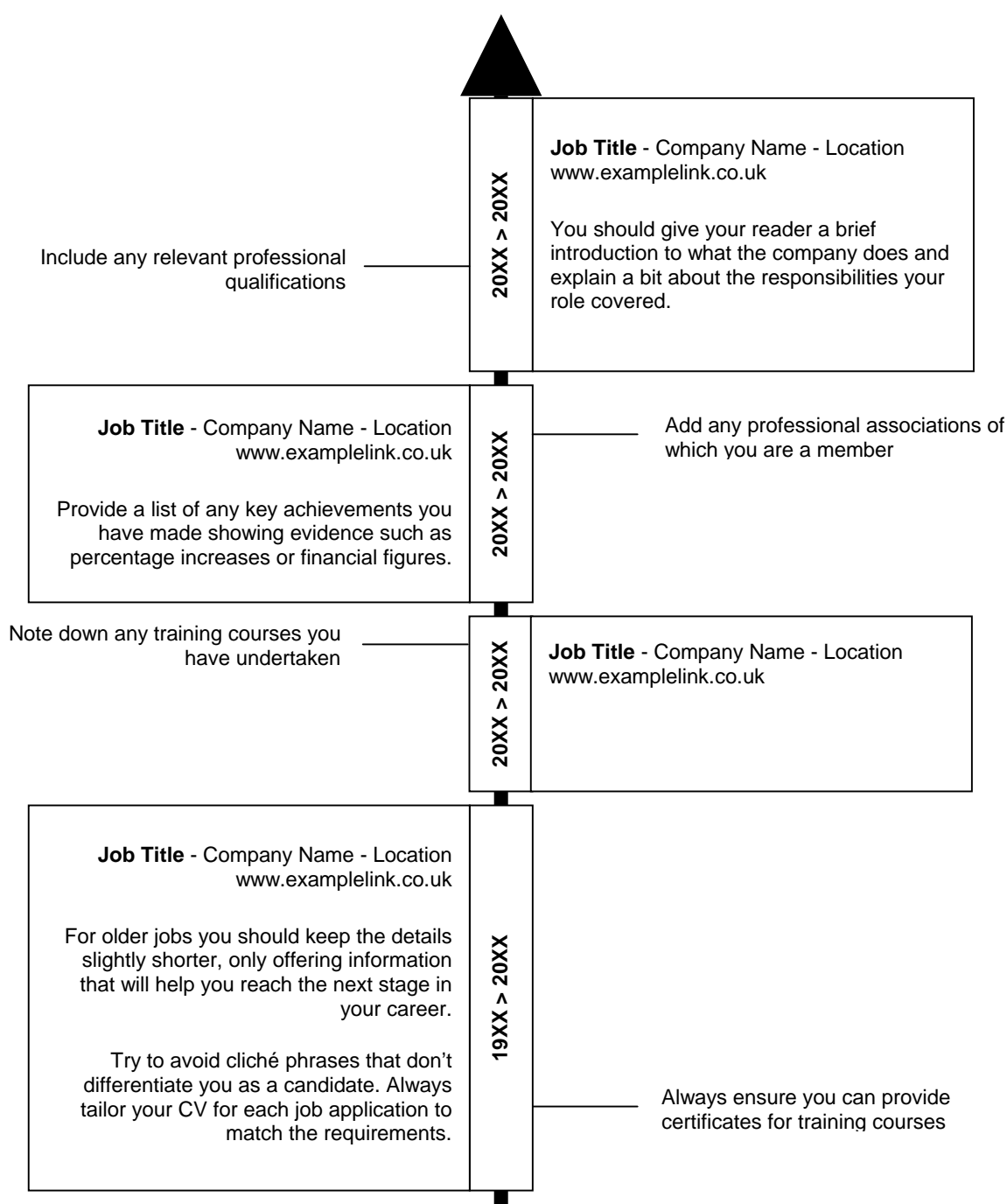
07712 345678

99 Example Street, Example Town, EX4 3PL

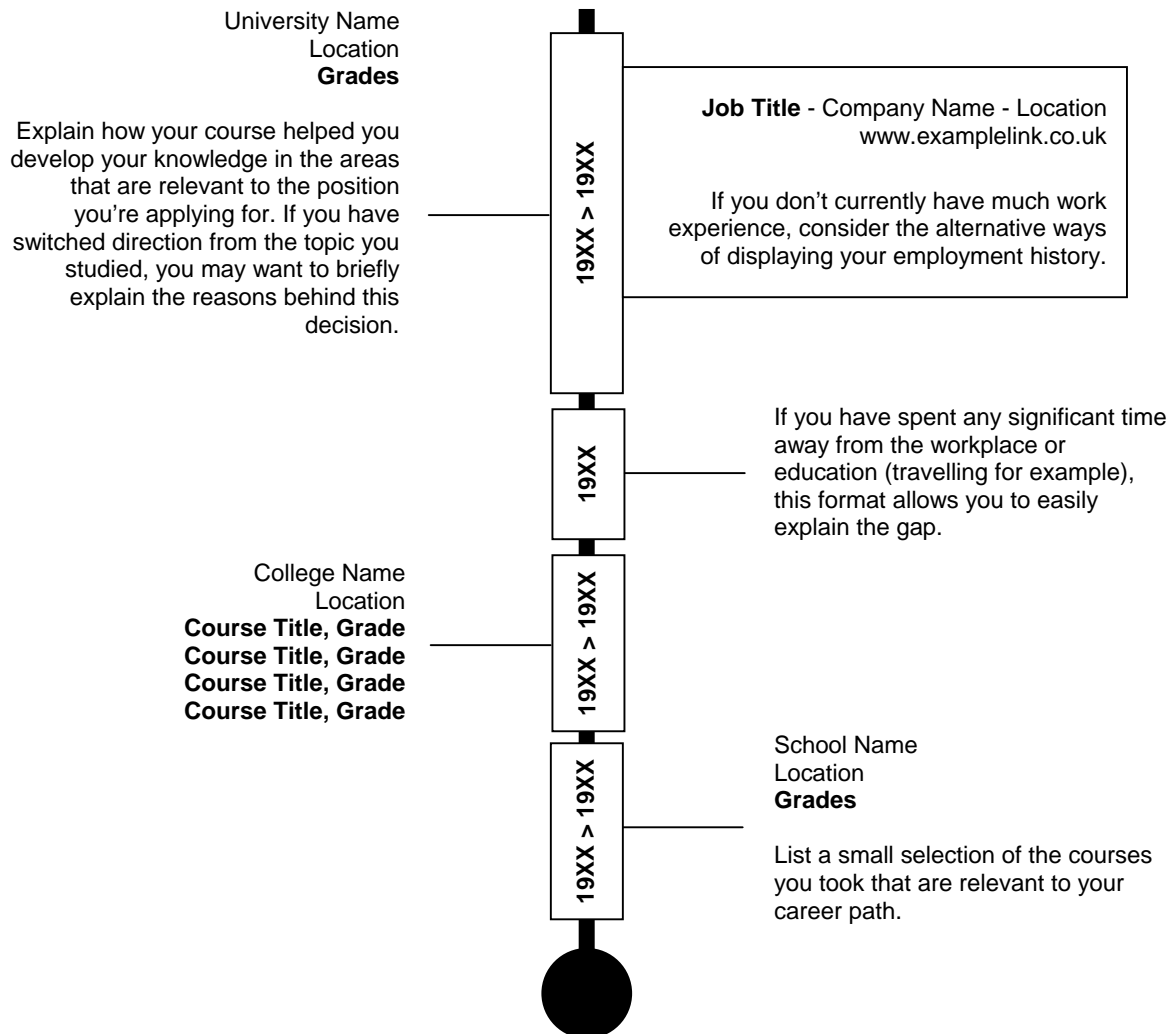
## PERSONAL STATEMENT

Your personal statement is perhaps the single most important part of you CV. Get it wrong and your chances of being invited to interview are drastically reduced.

Its aim is to highlight your professional attributes and goals, summarising why someone should consider your application.



Continued below...



## KEY SKILLS

### Technical Skills

- Show that you have the relevant knowledge required to succeed in the role
- Include computer software you have used throughout your career

### Personal Skills

- Include some of your main attributes that are vital to the role
- Flexibility, problem solving abilities, good communication and creativity are qualities that all employers look out for,
- If you are changing career these transferable skills will add weight to your application

## PERSONAL INTERESTS

Outside interests enable a potential employer to gain an understanding to what motivates you, what personal skills you may have and how you will integrate into the team.

Look at how job advertisements stipulate certain personality traits required for positions. Identify what they are and show how your hobbies can relate to their requirements.

## REFERENCES

References are available on request.