

PERSONAL AND CAREER RESUMÉ

PERSONAL DETAILS

Name:

Home Address:

Contact No (to appear on CV)

Alternative Tel No(s)

Email Address:

Date of Birth:

Nationality:

Marital Status:

Children:

What is your target job?

EDUCATION

Subjects passed at School:

University/College/ Other attended:

Year started:

Qualifications obtained, and subject:

Further Education:

Year completed:

Qualification/Certificates awarded:

Short Courses:

Membership of Professional Associations

Languages (Indicate Fluent/Good/Fair)

EMPLOYMENT HISTORY

Please give details of last 3 positions held

A. MOST RECENT POSITION

Position Held:

Company Name & Address

Date started:

Finished:

How did you obtain this Position?

Why did you leave this Company/Position?

Under Responsibilities and Achievements, please use concise statements Think about these statements carefully first, and give practical examples wherever possible.

Responsibilities

Achievements

POSITION B

Position Held:

Company Name & Address

Date started:

Finished:

How did you obtain this Position?

Why did you leave this Company/Position?

Under Responsibilities and Achievements, please use concise statements Think about these statements carefully first, and give practical examples wherever possible.

Responsibilities

Achievements	<input type="text"/>	
POSTITION C		
Position Held:	<input type="text"/>	
Company Name & Address	<input type="text"/>	
Date started:	<input type="text"/>	Finished: <input type="text"/>
How did you obtain this Position?	<input type="text"/>	
Why did you leave this Company/Position?	<input type="text"/>	
<i>Under Responsibilities and Achievements, please use concise statements Think about these statements carefully first, and give practical examples wherever possible.</i>		
Responsibilities	<input type="text"/>	
Achievements	<input type="text"/>	
INTERESTS AND HOBBIES	<input type="text"/>	
How did you hear of CV Technic?	<input type="text"/>	

Please return your completed form to:

CV Technic Ltd
Mayfield
13 Wyndham Road
Woking GU21 3DS

or send by fax: 01483 776880

or send as email attachment: info@cvtechnic.co.uk

www.cvtechnic.co.uk