**CV template**  
**See below a basic CV template to follow when starting/updating your CV**

**[Your Name]**

**[Address, phone number, email address]**

**Profile / Personal**  
(Brief overview of your experiences and skills)

**Skills**  
[relevant skills]

**Experience**  
[Introduce yourself, highlight your best qualifications and explain why you’re a fit for the job]

**Work experience**  
[Name of employer]  
[Job title] [Dates of employment]  
[description of your responsibilities and accomplishments]

[Name of employer]  
[Job title] [Dates of employment]  
[description of your responsibilities and accomplishments]

[Name of employer]  
[Job title] [Dates of employment]  
[description of your responsibilities and accomplishments]

[Name of employer]  
[Job title] [Dates of employment]  
[description of your responsibilities and accomplishments]

**Education**  
[University / School]  
[Title of degree / Qualifications] [Dates attended]  
[Highlighted qualifications]

[University / School]  
[Title of degree / Qualifications] [Dates attended]  
[Highlighted qualifications]

**Personal interests**  
[Short paragraph on your hobbies]