

# Curriculum Vitae

## Personal Details

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**NAME:**

**DATE OF BIRTH:** (Optional)

**ADDRESS:**

**PHONE:**

**MOBILE:** (Make sure your mobile phone message sounds professional. Change it if necessary while job hunting.)

**EMAIL:** (Make sure your email address is one which you can use professionally ie not hotbabe@hotmail.com. If necessary create a new email address specifically for job hunting.)  
(Do not use your work email unless your current employer knows you are looking for a new job.)

**LANGUAGES:** (If any, state level of fluency)

**INTERESTS:** (Optional. Some employers like to know this type of information to get an idea of your personality and how you might fit into their organisation and work group.)

## Career Objective

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(Optional. This statement is useful if you know exactly what type of position you want. Provide short statements on the type of role you are looking for. Statements should be specific and focused but not limit your opportunities.)

## Key Professional Skills

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(Optional. Can help to highlight your “transferable” skills relevant to the position. Provide four to five short sentences summing up your key competencies and experiences.)

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## Personal Attributes

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(Optional. Provide four to five short sentences about your main strengths/characteristics you feel confident about and have demonstrated.)

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