

[**Full Name**]

[Full address including postcode]
[Telephone, Mobile, Email]

OBJECTIVE

[This section should provide a clear and concise description of your career ambitions and goals. Be careful this section matches your job applications as unrelated objectives may jeopardise your chances]

EMPLOYMENT

August 2002-present [Job Title] – [Company Name]

- This should be short and concise detailing the specifics of your job responsibilities.
- It is sometimes more presentable in bullet-points rather than long winded paragraphs.
- This (as well as the rest of your CV) should be written as a third party.

March 2000-August 2002 [Job Title] – [Company Name]

- xxx
- xxx
- xxx

November 1997-March 2000 [Job Title] – [Company Name]

- xxx
- xxx
- xxx

EDUCATION

1994-1997 [University of xxx]
BSc(Hons) Analytical Chemistry (2:2)
Research Project: [Title] [Short description of main skills used]

1992-1994 [xxx Tertiary College]
BTEC National Diploma in Science (Merit)

1997-1992 [xxx Secondary School]
GCSE (5 C's – include English, Mathematics, Science)

TRAINING COURSES

April 2002 [Some relevant training course]
August 2000 [xxx]
September 1999 [xxx]

PERSONAL INFORMATION

Personal Information: **Date of Birth:** 25th December 1976
 Nationality: British
 Marital Status: Single

Leisure Interests: [Examples of sporting, physical activities / interests]
 [Hobbies, literature, music interests]
 [Outside achievements]

REFERENCES

Supplied upon request

