

EMPLOYMENT

Job Title

Company Name

Location

Dates of employment

Explain a briefly your responsibilities within the role.

Key Achievements:

- Provide examples of the responsibilities you have held within the company
- Give enough information to entice potential employers to call you

PERSONAL INTERESTS

Outside interests enable a potential employer to understand 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

You should state that references are available on request.