



## **Skills & Achievements**

- List no less than 5 or 6
- Make them relevant to the job you are applying for
- Bullet mark them to catch the employer's eye

<i>e.g * Excellent customer care and communication skills</i>
<i>* Computer literate - Microsoft Word &amp; Excel</i>
<i>* Able to follow detailed instructions</i>
<i>* Very punctual and reliable</i>
<i>* Multi Lingual in English, Russian, Farsi, Punjabi, Arabic &amp; English</i>

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## **Education** (only if you are 25 years old or under)

<b>Date</b>	<b>Name</b>	<b>Subject</b>	<b>Qualification</b>

## **Training** (include any courses, certificates that you have gained & courses/in-house training from previous employment)

<b>Date</b>	<b>Name</b>	<b>Course</b>	<b>Qualification</b>





**Hobbies/Interests**

(remember to include that you are **fit, active, use your brain** and **that you mix with others**)


**Additional Information**    **This is Optional**

(include information that you would like to give that may be relevant to the job you are applying for, i.e.: **training/courses/qualifications/an achievement that you are proud of or taken part in.**)


**Date of Birth:**    \_\_\_\_\_ **This is Optional**

***REFERENCES ARE AVAILABLE ON REQUEST***