

Engineering Template – Permanent

*Postal Address
Contact Email Address
Contact Telephone Number*

Personal Profile

A short paragraph about yourself, experience to date and the opportunities you are looking for

Education (if applicable)

- From - To** **UNIVERSITY NAME**
[Degree Type] in [Subject] with [Classification]
- From-To** **[NAME OF COLLEGE]**
*List subject and Grade of A-Levels or Equivalent
Level: Subject (Grade), Level: Subject (Grade), Level: Subject (Grade)*
- From - To** **[NAME OF SCHOOL]**
*List main subjects and grades of GCSE's or Equivalent
Subject (Grade), Subject (Grade), Subject (Grade)*

Work Experience (in chronological order)

- From-To** **[NAME OF COMPANY, LOCATION]**
Position: *[Job Title]*
Description: *Key areas/responsibilities - skills gained – products used – software used*
- From-To** **[NAME OF COMPANY, LOCATION]**
Position: *[Job Title]*
Description: *Key areas/responsibilities - skills gained – products used – software used*

Key Skills / IT & Software Experience

*This section should highlight your key skills relating to your work experience
List your software skills and level of competency
List skills and back up with evidence*

*[Skill 1]
[Skill 2]*

*[Software Skill 1]
[Software Skill 2]*

Additional Information

- [Additional 1]
- [Additional 2]

Here you can write any other important information i.e. driving licence, languages spoken, willingness to commute/relocate.

Interests

- [Interest 1]
- [Interest 2]

Don't lie about interests as you may get caught out – try to show an interest in Engineering and the current market – employers want to see that you are enthusiastic.

References are available on request.