**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.**