[Full Name]

[Address]

[Phone Number]

[Email]

**Personal Statement:**

[Keep it concise and to the point, highlighting your key skills and experience. Make sure it's tailored to the job you're applying for, and avoid using generic statements that could apply to anyone.]

**Education:**

[Start with your most recent qualification and work backwards. Include the name of the institution, the qualification you received, and the date of graduation. If you have any relevant modules or coursework, you can include those too.]

**Work Experience:**

[Start with your most recent job and work backwards. Include the name of the company, your job title, and the dates you worked there. Use bullet points to highlight your responsibilities and achievements. Make sure you use numbers to demonstrate your impact.]

**Skills:**

[List any skills that are relevant to the job you're applying for. This could include technical skills, language skills, or soft skills like communication and teamwork.]

**Interests:**

[This section is optional, but it can be a good way to show your personality and give potential employers an idea of your outside interests.]

**References:**

[This section is also optional, but you can include the names and contact details of two references. Make sure you have their permission before you include them.]

*Remember to keep your CV clear and easy to read, and to tailor it to the job you're applying for. Good luck with your job search!*