**Engineering Template – Permanent**

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| --- |
| *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.**