**Auto Professionals - CV Template**

**Personal Profile:**

* Here you should include a bit about yourself in a professional capacity
* Ask yourself why an employer should hire you over somebody else and include these reasons here
* It can be worth noting why you are seeking a new role or making this application

**An example personal profile:**

I am an experienced panel beater with a passion for my industry, having worked hard to further develop my skill set in my chosen profession. I understand the value of working as part of a team to achieve a final outcome and have good communication skills as a result. I am currently seeking a new position as I am looking to further develop my career.

**Qualifications:**

* These might include your GCSE/A-Level/College/University/Vocational or equivalent Qualifications
* It is worth supplying this information as bullet points
* Include brief details of the place of study, the year of study and your achieved qualification for each

An example qualifications section:

**Simon Jones School**

*Year of study: 2001*

*Qualifications achieved:*

* 7x GCSE’s at A-C including Math’s and English (it is worth highlighting any that are relevant to the role you’re applying for)
* 2x A Level’s, English at grade C and Maths at Grade B

**Ware College**

*Year of study: 2009*

*Qualifications achieved*

* NVQ Level 3 in Panel Beating

**Experience**

* Here you should include your most recent experience first and work backwards, be sure to note any experience you have that is particularly relevant to the role you are applying for!

An example of how to include your experience:

* Name of the organisation
* Dates from and to which you worked here (put current as the end date if this is your current place of employment)
* Your Job title
* Bullet point your key responsibilities and experience gained in this role

**References**

This forms the final part of your CV and you have two options here, you can seek prior permission to include your referees contact details or you can state ‘References available upon request’ which means that the prospective employer can only request these once they have asked your permission.