**Your full name here**

**Your email and telephone number here**

**Personal Statement**

Three to five lines about who you are, what you’re looking for, and what you have to offer.

General CV tips:

* Use a simple, professional font like Arial or Times New Roman
* Choose a font size of 10-12 for text and 14-16 for headers
* Make sure it’s in Word Document format
* Use a spelling and grammar checker for accuracy
* Try to stick to one page for easy reading

**Key Skills**

List hard skills (specific or technical e.g. knife skills, pastry) and soft skills (e.g. time management, creativity, communication) in bullet points.

**Employment History**

Use this format and start from your most recent or current role - keep it short and relevant.

Role | Employer | Dates

*Summary of key responsibilities and achievements*

**Education, Qualifications & Training**

Start from your most recent or current qualifications and training then work back.

**Personal Interests**

Add hobbies or interests to show your personality and passions, especially if they relate to being a chef, e.g. a food blog or travelling to sample new cuisines.

**References**

Add recent employers who can be contacted for a reference or state ‘References available on request’.