**Mr. A. Jobseeker**

**Address line 1, Address line 2, postcode  
Contact number  
Email address**

Write something brief about yourself, and try to make it relevant to the job you are applying for.

**Personal profile:** A reliable and experienced bus and van driver, with   
up-to-date clean licenses and extensive experience of interacting with   
the public and resolving problems.

**Relevant skills and experience:**

Using bullet points and bold text makes each point stand out and makes it easier for employers to see quickly if you have what they are looking for. Pick things that are relevant to the job you want.

* **30 years** of driving buses for public and private transport, both   
  automatic and manual vehicles, **2 years** of driving for a respected   
  local funeral firm.
* **License holder –** Categories B, C1, C, D1, and D
* **Vehicle handling –** Confident driving on all road surfaces and in all conditions.
* **Customer relations –** extensive experience of dealing with customers with over 25 years of driving public transport. Able to handle disputes and complaints.
* **Problem solving –** Can handle problems including diversions, customer disputes, and breakdowns.
* **Time management –** Able to stick to a timetable and ensure tasks are completed on time.
* **Navigation skills –** Able to plan and amend routes at short notice.

**Employment history:**

If each job has been largely similar, you can keep this section short. Alternatively, you could add a short sentence underneath each to explain each role.

2008 – 2010 Driver, Hurst funerals

2005 – 2008 Driver, Party bus inc.

1978 – 2005 Driver, Redline buses

This example is of someone who doesn’t have any qualifications so the education section is short and at the end, in order to ensure that the skills they have are focused on instead.

**Personal details:**

**Education:** Morris School, London

**Interests:** Gardening and horticulture, sports, current affairs

**References:** Available on request