**Example Curriculum Vitae**

**Megan Smith**

**This is an example CV, and can be used as a layout for your own information.**

*NB. Please take care to ensure the start and finish dates of each role you enter are correct.*

*Also if listing your referees, it’s very important you have permission to share their contact details.*

**Personal Statement**

I grew up in a small town called Fairlie in New Zealand and was raised along with my 3 siblings by a single mum. I grew up around nature so I love the outdoors and all it has to offer. I also love animals, reading and all sports! I dabble in cooking and trying to eat healthy, so love experimenting with recipes and ingredients.

I am excited about working with children and I believe my experience in a volunteer environment proves my passion for working with children and that I am willing to grow, learn and extend my interest in this field.

I’m described as patient and gentle. I pride myself on my ability to assess situations rationally and calmly to find a solution; for example picky eaters or tantrums!

I am assertive, adaptable, hard working and lot of fun! I love doing all kinds of activities with children - arts and crafts, sports, baking, dancing and swimming to name a few.

I believe in creating a caring, nurturing, educational environment where children can be active, curious and creative, both inside and outside the house.

**Education**

November 2015

Auckland University of Technology

Bachelor of Communications - major in Public Relations.

[[Month & YEAR] graduation date]

[Institution studied at]

[Qualification Achieved]

**Employment History** - **Childcare**

**[start month & year] - [end month & year]**

**[Type of Role] for [Employer/Family]**

**[Location]**

**Hours:** {Outline the hours and days typically worked}**Children and ages:**{Clarify the ages and genders of the children you cared for}  
**Duties:** {A summarised list of the main duties carried out in the day to day role}

**Notes:** {anything extra you feel important to add about the role}

**Reason for leaving:** {note here why the position ended}

**January 2019 – April 2019**

Daily/Live Out Nanny for The Turner Family

London

**Hours:** Part time -Before and after school**Children and ages:** Boy 11, Girl 7, Girl 5yrs.  
**Duties:** All childcare and Nanny Duties.Responsible for driving the children to and from school and sports/activities and family groceries.

**Notes:** My hours were full time in the school holidays

**Reason for leaving:** I was keen to gain experience with younger children

**January 2016 – March 2016**

**Counsellor for Camp Quality**

**America**

**Hours:** Full time 24/6 for 12 weeks**Children and ages:** Boys and Girls aged 8 – 12.  
**Duties:** Childcare, arranging and supervising activities and events, cooking, teaching, counselling.

**Notes:** This was a wonderful experience between completing high school and starting my qualification

**Reason for leaving:** The contract was temporary.

**Other Employment**

**[start month & year] - [end month & year]**

**[Role] for [Employer]**

**[Location]**

**Duties:** {A summarised list of the main duties carried out in the day to day role}

**Notes:** {anything extra you feel important to add about the role}

**Reason for leaving:** {note here why the position ended}

**July 2015 - June 2017**

**Manager/Barista at Domain Ayr Café**

**Auckland, New Zealand**

**Duties:** Interpersonal relationships- internal (staff and customers) and external (suppliers), customer service, food handling/preparation.

**Notes:** In this role I started front of house and progressed to Manager after 6 months.

**Reason for leaving:** I worked here whilst studying and was eager to move into childcare.

**Referees**

**Referee:** {First name, Last name, their job title}

**Referee for the Position:** {enter role from the above Role entries}

**Location:** {City, Country}

**Phone Number:** {Referee contact phone number including country and area code}

**Email address:** {Wherever possible, enter a work email not a personal email}

**Referee:** Sarah Turner, Mother

**Referee for the Position:** Daily/Live Out Nanny for The Turner Family

**Location:** London, UK

**Phone number:** 0044 7791054648

**Email Address:** sarah.turner@her-work-email-address.com