## [Formal Job Title]

[Company Name]

| Criteria | Essential | Desirable | Method of Assessment  [Application or interview?] |
| --- | --- | --- | --- |
| Qualifications  [GCSEs, A-Levels, degrees, vocational qualifications, industry-specific certificates] |  |  |  |
| Skills  [Hard skills (software/hardware proficiency, maths etc.) , soft skills (communication, teamwork)] |  |  |  |
| Experience  [Paid or voluntary, in related or non-related fields] |  |  |  |
| Personal attributes  [values, motivation, personality] |  |  |  |