**Forename Surname | Professional Title**

**Location: xxxxxxx**

**Telephone: xxxxxxxxxxx**

**Email: xxxxxxxxxxxxx**

Professional profile

Add a punchy one or two line sentence that sums you up and will appeal to your target employers and recruiters.

Expand upon the above with a more detailed summary of what you do. Include core industry experience, skills (software, tools etc.) and try to show how your work impacts your employers. 3-5 lines will be about right for this section.

Core skills

|  |  |
| --- | --- |
| * 6-8 short bullet points
* Highlight important skills & knowledge
* xxxxxxxxxx
 | * xxxxxxxxxxx
* xxxxxxxxxxx
* xxxxxxxxxxx
 |

Career summary

**mmm yyyy – Present Company Name, Location (Optional)**

**Role Title**

*Outline*

Give a high-level overview of the role to show how you fit into the organisation and what the overall goal of your role is. 1-3 lines should be enough.

*Key responsibilities*

* Detail your responsibilities and showcase as much of your skills and knowledge as possible
* Use professional language and show how your duties impact the business where possible
* Give lots of detail in recent roles and less in old roles as you go down the CV
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

*Key achievement/projects*

* If possible, try to add some impressive achievements you’ve made that have had a big impact on the employer or a customer/client
* Use numbers to quantify these achievements if you can (e.g. sold 100 units in 1 month)

**Mmm yyyy – mmm yyyy Company Name, Location (Optional)**

**Role Title**

*Outline*

Give a high-level overview of the role to show how you fit into the organisation and what the overall goal of your role is. 1-3 lines should be enough.

*Key responsibilities*

* Detail your responsibilities and showcase as much of your skills and knowledge as possible
* Use professional language and show how your duties impact the business where possible
* Give lots of detail in recent roles and less in old roles as you go down the CV
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

*Key achievement/projects*

* If possible, try to add some impressive achievements you’ve made that have had a big impact on the employer or a customer/client

**Mmm yyyy – mmm yyyy Company Name, Location (Optional)**

**Role Title**

*Outline*

As you progress down the CV to older roles, it’s best to summarise the roles in 1-3 lines.

**Mmm yyyy – mmm yyyy Company Name, Location (Optional)**

**Role Title**

*Outline*

As you progress down the CV to older roles, it’s best to summarise the roles in 1-3 lines.

**Mmm yyyy – mmm yyyy Company Name, Location (Optional)**

**Role Title**

**Mmm yyyy – mmm yyyy Company Name, Location (Optional)**

**Role Title**

**Mmm yyyy – mmm yyyy Company Name, Location (Optional)**

**Role Title**

**Mmm yyyy – mmm yyyy Company Name, Location (Optional)**

**Role Title**

Education and qualifications

* **Qualification, grade –** Institution – Year
* **Qualification, grade –** Institution – Year
* **Qualification, grade –** Institution – Year

References available on request