**PROFESSIONAL SUMMARY:**

[Craft a concise elevator pitch using the Name, Same, Fame formula. Make sure you include information that is relevant to the role you are applying to and write this in paragraph form]

* **Name:** Highlight your key professional identity and experience (years of experience, teams and budgets, industries etc.
* **Same:** Emphasis industry relevance or alignment with the role/company. People identify with sameness. Use this
* **Fame:** Showcase notable achievements, recognition or unique expertise. What are you famous for professionally?

**EDUCATION:**

List relevant degrees, diplomas, and professional development. Omit unfinished courses unless you are currently pursuing. Don’t include courses that are not professionally relevant.

**CAREER SUMMARY:**

Include a snapshot of your career in a table format and include Company | Role Title | Size of team led | Dates and Years in role. Example below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | **Industry** | **Role** | **Team Size** | **Tenure** |
| Fraxim Search | Professional Services | Director | 10 (2 direct reports) | 2020-2023 (3.5 years) |

**KEY SKILLS:**

List relevant soft and technical skills, focusing on those most pertinent to the role and your top strengths. Avoid listing everything here and make it relevant.

**PROFESSIONAL EXPERIENCE**

**Fraxim Search July 2020 – Present**

**Director (***if it’s a contract insert contract here***)**

Write a summary about what the company does. Is it B2B/B2C or both etc. Employee or revenue size, global or national, industry etc. Include their website so the reader can access this easily if they want to read more. [www.fraximsearch.com](http://www.fraximsearch.com)

*Role Purpose:*

Why were you employed in your role? Use this as an opportunity to showcase the business objective/strategy. How your role was going to contribute to achieving these goals and what was expected of you.

*Key Achievements:*

List your key achievements here and where possible pick the achievements that are most relevant to the role you are applying too. Where possible be specific and provide numbers particularly in ROI to showcase your commercial acumen and results. This is your chance to list what you are most proud of, not to list your position description!

Repeat this for the organisations you have worked for up to 10-15 years.

**ADDITIONAL EXPERIENCE** (beyond 10-15 years)

Company – Job Title – Dates (tenure)

Repeat

**REFERENCES**

References can be provided upon request.

Expect this to be between (2-5 pages maximum)

**RESUME BEST PRACTICE:**

* Omit personal details such as photos or date of birth.
* The date you finished University is irrelevant.
* Don’t include any unfinished study unless you are currently completing the course. This can send the wrong message or be misinterpreted.
* Never include referee’s names or contact information. Respect your referee’s privacy; provide upon request.
* Keep length to 3-6 pages.
* Avoid graphics, pictures etc. Keep your resume clean and simple as this is easier for the reader. If you are asked to provide something different, then of course do what is asked for that specific application.
* Use clean, simple layouts with justified text
* Proofread carefully for spelling and grammar mistakes.
* Be consistent. If you include a reason for leaving one job, then do this for all or omit altogether.
* If a role was a contract position state this next to the role title to explain a short tenure.
* Tailor content for each application
* Research the reader and include relevant personal interests if appropriate. Avoid listing hobbies that are irrelevant.
* Address any gaps on your resume. If you took time to travel, care for a family member or just needed a break, list it
* If you have run your own consulting business, give examples of the top three to four client projects you led and delivered. Don’t be vague and be specific and relevant.

*Remember:*

Your resume is not a position description. It’s a brochure showcasing what you are great at, what you have achieved and why you are a great fit for the role you are applying to. This document must work hard for you. It’s the key to an interview or a conversation. Don’t underestimate its power.

Your resume is not a job description. Like a well-crafted job ad that will grab your attention, your resume must do the same; the content and highlighting what you have accomplished that is relevant to the reader, is your point of difference, not fancy graphics and colours. Remember nobody else has the same professional story as you, this is what makes you unique.