**FIRST NAME SURNAME**

Email@emailaddress.com

Town/City, Country

0123456789

**PERSONAL SUMMARY**

Aims to introduce you to potential employers and highlight your career goals and aspirations quickly and succinctly. Start with a strong opening sentence that encapsulates your experience. Highlight your key skills relevant to the job you're applying for. Express What you are passionate about, looking for or would like to learn. Keep this to no more than 3-4 sentences.

* Add bullet points under the summary.
* List relevant accomplishments.
* This is to make you stand out from the crowd.
* Aim to make this no longer than 4-6 bullet points.
* Keep each sentence concise and specific.

**EXPERIENCE**

DD/YYYY Job Title, COMPANY OR ORGANISATION NAME, TOWN/CITY

* + - Responsible for …
		- (no more than 5-6 bullet point lines)
		-
		- Key achievement 1
		- Key achievement 2
		- Key achievement 3

DD/YYYY Job Title, COMPANY OR ORGANISATION NAME, TOWN/CITY

* + - Responsible for …
		- (no more than 5-6 bullet point lines)
		-
		- Key achievement 1
		- Key achievement 2
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		-
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DD/YYYY Job Title, COMPANY OR ORGANISATION NAME, TOWN/CITY

**EDUCATION**

YYYY – YYYY INSTITUTION NAME, Name of Qualification RESULT

YYYY – YYYY INSTITUTION NAME, Name of Qualification RESULT

YYYY – YYYY INSTITUTION NAME, Name of Qualification RESULT

YYYY – YYYY INSTITUTION NAME, Name of Qualification RESULT

**TRAINING**

YYYY Institution, Course Name

YYYY Institution, Course Name

YYYY Institution, Course Name

YYYY Institution, Course Name

YYYY Institution, Course Name

**SKILLS AND INTERESTS**

* Data Analysis
* Microsoft Excel
* Presenting
* Leading Teams
* Ancient History
* Yoga

**NAME SURNAME**

Email@emailaddress.com

123 Street Name, Town/City, Post Code

01234567899

DD Month YYYY

**EMPLOYER NAME (IF KNOWN)**

Company Name

Address

Town/City

Post Code

Dear Name or To Whom It May Concern (If name unknown)

RE: Job Title, Job Reference Number

I am applying for the above position advertised (state where it was advertised).

Explain why you are interested in the position and the company (e.g., skills, experience, values, future aspirations).

Why might you stand out from others? What have you achieved that will support you in the role and contribute towards the organisation? Be persuasive!

Please find my CV attached for your reference.

I look forward to having the opportunity to discuss my application.

Thank you for your time and consideration.

Kind regards,

(sign)

**Name Surname**