



Curriculum Vitae Studio

Absolute Perfection •

Professional Resume Writing Services

Sending the same generic resume out to 100 jobs and crossing your fingers doesn't work in today's crowded job market.

You need a branded, custom-tailored suite of documents and a modern job search strategy — we'll give you both.

Our beautifully designed templates are extremely easy to use and suitable for all types of industries. Simply download the files to your computer and insert your information into the text boxes. You can change the font styles, create your own colour palette, add extra boxes, move sections, and duplicate anything you want in the templates. You can use the templates with or without a photo. Our templates will come in handy for many years to come.

Don't have the time to do your Resume? This is where we step in and help YOU stand out from the rest. We provide a distinguished personal service accompanied by absolute proven customer satisfaction. All our Resumes are ATS Compatible — to ensure that your resume gets picked up by all Job Portals.

Make sure the Resume Writing service you pay for reflects who you are in the most proficient manner so that you will make an astounding first impression.

Portal Uploads:

We also assist in loading your resume onto Jobs Portals for eg, LinkedIn, Pnet, Indeed, Careers 24 ect.

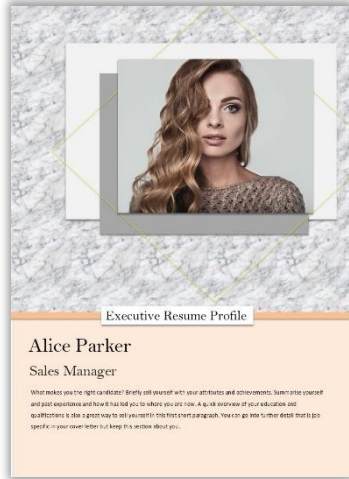
Job Search Assistance:

We specialize in searching and applying for Jobs that are available, on your behalf. We sign in from your Job Portals and apply for positions on your behalf. You will be able to see which positions we applied for when we work through your Job Portals. If we know the Recruiter, we will contact them directly and see if we can arrange an interview for you as soon as possible.

Professional Resume Templates

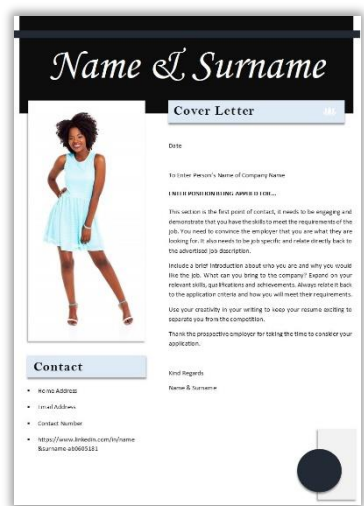
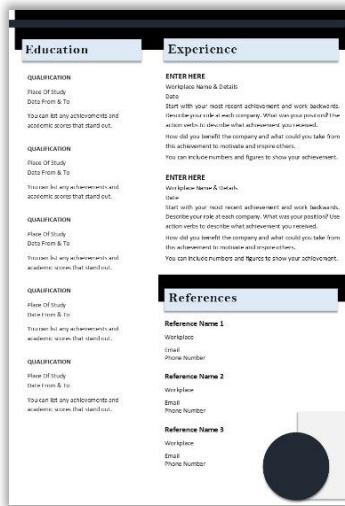
Season 3 - Template 1

2 Page Resume, Cover Page & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office



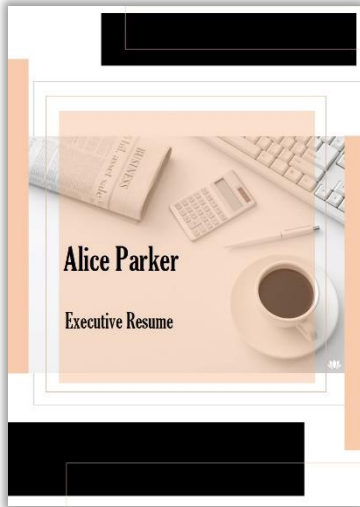
Template 2

2 Page Resume, Cover Page & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office



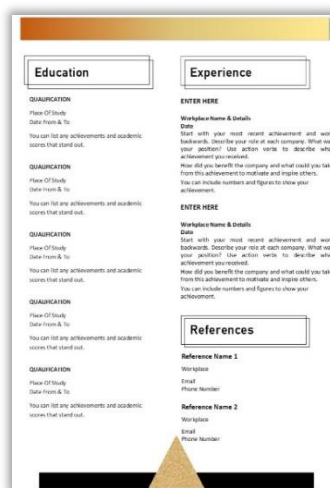
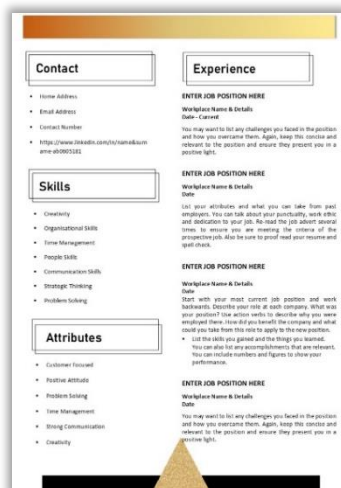
Template 3

2 Page Resume, Cover Page & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office



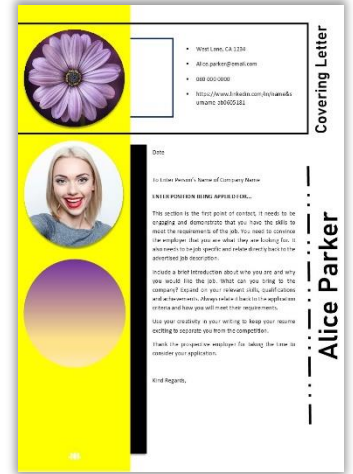
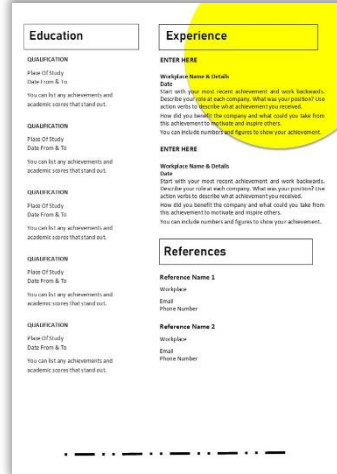
Template 4

2 Page Resume, Cover Page & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office



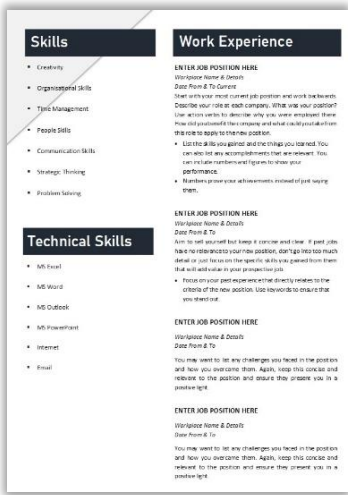
Template 5

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Template 6

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Template 7

2 Page Resume, Cover Page & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office


Executive Resume Profile

Name & Surname



CONTACT

- Home Address
- Email Address
- Contact Number
- <https://www.linkedin.com/in/name&surname-ab0625181>



SKILLS

- Creativity
- Organisational Skills
- Time Management
- People Skills
- Communication Skills
- Strategic Thinking
- Problem Solving

What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarise yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in the first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

EXPERIENCE

ENTER JOB POSITION HERE
Workplace Name & Details
Date From & To Current
Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action verbs to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

- List the skills you gained and the things you learned. You can also list any accomplishments that are relevant. You can include numbers and figures to show your performance.
- Numbers prove your achievements instead of just saying them.

ENTER JOB POSITION HERE
Workplace Name & Details
Date From & To
Aim to sell yourself but keep it concise and clear. If past jobs have no relevance to your new position, don't go into too much detail or just focus on the specific skills you gained from them that will add value in your prospective job.

- Focus on your past experience that directly relates to the criteria of the new position. Use keywords to ensure that you stand out.

ENTER JOB POSITION HERE
Workplace Name & Details
Date From & To
You may want to list any challenges you faced in the position and how you overcame them. Again, keep this concise and relevant to the position and ensure they present you in a positive light.

EDUCATION

QUALIFICATION
Place Of Study
Date From & To
You can list any achievements and academic scores that stand out.

QUALIFICATION
Place Of Study
Date From & To
You can list any achievements and academic scores that stand out.

QUALIFICATION
Place Of Study
Date From & To
You can list any achievements and academic scores that stand out.

EXPERIENCE


ENTER JOB POSITION HERE
Workplace Name & Details
Date From & To
List your attributes and what you can take from past employers. You can talk about your punctuality, work ethic and dedication to your job. Re-read the job advert several times to ensure you are meeting the criteria of the prospective job. Also be sure to proof read your resume and spell check.

REFERENCES

Reference Name 1
Workplace
Email
Phone Number

Reference Name 2
Workplace
Email
Phone Number

Reference Name 3
Workplace
Email
Phone Number



COVERING LETTER

Date

To Enter Person's Name of Company Name

ENTER POSITION BEING APPLIED FOR...

This section is the first point of contact. It needs to be engaging and demonstrate that you have the skills to meet the requirements of the job. You need to convince the employer that you are what they are looking for. It also needs to be job specific and relate directly back to the advertised job description.

Include a brief introduction about who you are and why you would like the job. What can you bring to the company? Expand on your relevant skills, qualifications and achievements. Always relate it back to the application criteria and how you will meet their requirements.


Use your creativity in your writing to keep your resume exciting to separate you from the competition.

Thank the prospective employer for taking the time to consider your application.

Kind Regards
Name & Surname

Template 8

2 Page Resume & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office



Name & Surname

Executive Resume Profile

Contact

- Home Address
- Email Address
- Contact Number
- <https://www.linkedin.com/in/name&surname-ab0625181>

Skills

- Creativity
- Organisational Skills
- Time Management
- People Skills
- Communication Skills
- Strategic Thinking
- Problem Solving

Education

QUALIFICATION
Place Of Study
Date From & To
You can list any achievements and academic scores that stand out.

QUALIFICATION
Place Of Study
Date From & To
You can list any achievements and academic scores that stand out.

QUALIFICATION
Place Of Study
Date From & To
You can list any achievements and academic scores that stand out.

QUALIFICATION
Place Of Study
Date From & To
You can list any achievements and academic scores that stand out.

Experience

ENTER JOB POSITION HERE
Workplace Name & Details
Date From & To
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Workplace Name & Details
Date From & To
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Workplace Name & Details
Date From & To
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References

Reference Name 1
Workplace
Email
Phone Number

Reference Name 2
Workplace
Email
Phone Number

Reference Name 3
Workplace
Email
Phone Number



Name & Surname

Executive Resume Profile

Covering Letter

Date

To Enter Person's Name of Company Name

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Thank the prospective employer for taking the time to consider your application.


Kind Regards
Name & Surname
Contact Number
Home Address

Template 9

2 Page Resume & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office

Name & Surname

• Home Address
• Email Address
• Contact Number
<https://www.linkedin.com/in/name&surname-ab000181>



NS

What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarize yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

Skills

- Creativity
- Organizational Skills
- Time Management
- People Skills
- Communication Skills
- Strategic Thinking
- Problem Solving

Experience

Workplace Name & Details
Date From & To Current

Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action verbs to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

- List the skills you gained and the things you learned. You can also list any accomplishments that are relevant. You can include numbers and figures to show your performance.
- Numbers prove your achievements instead of just saying them.

ENTER JOB POSITION HERE
Workplace Name & Details
Date From & To

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- Focus on your past experience that directly relates to the criteria of the new position. Use keywords to ensure that you stand out.

Education

QUALIFICATION
Place Of Study
Date From & To

You can list any achievements and academic scores that stand out.

QUALIFICATION
Place Of Study
Date From & To

You can list any achievements and academic scores that stand out.

QUALIFICATION
Place Of Study
Date From & To

You can list any achievements and academic scores that stand out.

Experience

ENTER JOB POSITION HERE
Workplace Name & Details
Date From & To

You may want to list any challenges you faced in the position and how you overcame them. Again, keep this concise and relevant to the position and ensure they present you in a positive light.

ENTER JOB POSITION HERE
Workplace Name & Details
Date From & To

List your attributes and what you can take from past employers. You can talk about your punctuality, work ethic and dedication to your job. Re-read the job advert several times to ensure you are meeting the criteria of the prospective job. Also be sure to proof read your resume and spell check.

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Workplace Name & Details
Date From & To

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References


Reference Name 1
Workplace
Email
Phone Number

Reference Name 2
Workplace
Email
Phone Number

NS

Name & Surname

• Home Address
• Email Address
• Contact Number
<https://www.linkedin.com/in/name&surname-ab000181>



NS

Covering Letter

Date

To: Enter Person's Name of Company Name

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Use your creativity in your writing to keep your resume exciting to separate you from the competition. Thank the prospective employer for taking the time to consider your application.

Kind Regards,

Template 10

3 Page Resume & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office

• Home Address • Email Address • Contact Number

Name & Surname

Profile

What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarize yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

Skill Highlights

- Creativity
- Organizational Skills
- Time Management
- People Skills
- Communication Skills
- Strategic Thinking
- Problem Solving

Experience

ENTER JOB POSITION HERE
Workplace Name & Details
Date From & To Current

Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action verbs to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

- List the skills you gained and the things you learned. You can also list any accomplishments that are relevant. You can include numbers and figures to show your performance.
- Numbers prove your achievements instead of just saying them.

ENTER JOB POSITION HERE
Workplace Name & Details
Date From & To

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- Focus on your past experience that directly relates to the criteria of the new position. Use keywords to ensure that you stand out.

ENTER JOB POSITION HERE
Workplace Name & Details
Date From & To

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ENTER JOB POSITION HERE
Workplace Name & Details
Date From & To

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Experience

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Workplace Name & Details
Date From & To Current

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Date From & To

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Workplace Name & Details
Date From & To

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Date From & To

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Experience

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Workplace Name & Details
Date From & To Current

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Date From & To

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Workplace Name & Details
Date From & To

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Workplace Name & Details
Date From & To

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• Home Address • Email Address • Contact Number

Name & Surname

Covering Letter

Date

To: Enter Person's Name of Company Name

ENTER POSITION BEING APPLIED FOR...

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Use your creativity in your writing to keep your resume exciting to separate you from the competition. Thank the prospective employer for taking the time to consider your application.

Kind Regards,

Template 11

2 Page Resume, Cover Page & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office

Name & Surname

- Home Address
- Email Address
- Contact Number
- <https://www.linkedin.com/in/yourname>

SKILLS

- Strategic Planning
- Organizational Skills
- Computer-aided Design
- People Skills
- Performance Management
- Strategic Thinking
- Modeling Skills

ATTRIBUTES

- Customer Focused
- Proactive Initiative
- Problem Solving
- Time Management
- Strong Communication
- Creativity

EXPERIENCE

ENTER JOB POSITION HERE
Workplace Name & Details
Date From & To
You may want to list any challenges you faced at the position and how you overcame them. Again, keep this concise and relevant to the position and make it present you in a positive light.

ENTER JOB POSITION HERE
Workplace Name & Details
Date From & To
List your attributes and what you can take from past employers. You can talk about your personality, your skills and dedication to your job. Repeat the job, when relevant, make it more like you are meeting the criteria of the prospective job. Also be sure to point your resume and spell check.

ENTER JOB POSITION HERE
Workplace Name & Details
Date From & To Current
Start with your most current job position and work backwards. Describe your role at each company, what was your position? Use action verbs to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

- List the skills you gained and the things you learned. You can also list any accomplishments that are relevant. You can include numbers and figures to show your performance.

ENTER JOB POSITION HERE
Workplace Name & Details
Date From & To Current
Start with your most recent job position and work backwards. Describe your role at each company, what was your position? Use action verbs to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

- List the skills you gained and the things you learned. You can also list any accomplishments that are relevant. You can include numbers and figures to show your performance.

EDUCATION

QUALIFICATION
Place Of Study
Degree From & To
You can list any achievements and academic scores that stand out.

EXPERIENCE

ENTER HERE
Workplace Name & Details
Date
Start with your most recent achievement and work backwards. Describe your role at each company, what was your position? Use action verbs to describe what achievement you received.

ENTER HERE
Workplace Name & Details
Date
Start with your most recent achievement and work backwards. Describe your role at each company, what was your position? Use action verbs to describe what achievement you received.

ENTER HERE
Workplace Name & Details
Date
List your attributes and what you can take from past employers. You can talk about your personality, your skills and dedication to your job. Repeat the job, when relevant, make it more like you are meeting the criteria of the prospective job. Also be sure to point your resume and spell check.

REFERENCES

Reference Name 1
Workplace
Email
Phone Number

Reference Name 2
Workplace
Email
Phone Number

Reference Name 3
Workplace
Email
Phone Number

Name & Surname

COVERING LETTER

Date

To Enter Person's Name of Company Name

ENTER POSITION BEING APPLIED FOR...

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Use your creativity in your writing to keep your resume exciting to separate you from the competition.

Thank the prospective employer for taking the time to consider your application.

Kind Regards,

Template 12

2 Page Resume & Cover Page & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office

Name & Surname

- Home Address
- Email Address
- Contact Number
- <https://www.linkedin.com/in/yourname>

What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarize your skills and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

Skills

- Creativity
- Organizational Skills
- Time Management
- People Skills
- Communication Skills
- Strategic Thinking
- Problem Solving

Attributes

- Customer Focused
- Proactive Initiative
- Problem Solving
- Time Management
- Strong Communication
- Creativity

Technical Skills

- MS Excel
- MS Word
- MS Outlook
- MS PowerPoint
- Internet
- Email

EXPERIENCE

ENTER JOB POSITION HERE
Workplace Name & Details
Date From & To Current
Start with your most current job position and work backwards. Describe your role at each company, what was your position? Use action verbs to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

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Workplace Name & Details
Date From & To
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Date From & To Current
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- List the skills you gained and the things you learned. You can also list any accomplishments that are relevant. You can include numbers and figures to show your performance.

EDUCATION

QUALIFICATION
Place Of Study
Degree From & To
You can list any achievements and academic scores that stand out.

EXPERIENCE

ENTER JOB POSITION HERE
Workplace Name & Details
Date From & To
Start with your most recent achievement and work backwards. Describe your role at each company, what was your position? Use action verbs to describe what achievement you received.

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Workplace Name & Details
Date From & To
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REFERENCES

Reference Name 1
Workplace
Email
Phone Number

Reference Name 2
Workplace
Email
Phone Number

Reference Name 3
Workplace
Email
Phone Number

Name & Surname

COVERING LETTER

Date

To Enter Person's Name of Company Name

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Use your creativity in your writing to keep your resume exciting to separate you from the competition.

Thank the prospective employer for taking the time to consider your application.

Kind Regards,

Template 13

2 Page Resume & Cover Letter Set | Modern & Professional | Instant Download / Microsoft Office



PROFESSIONAL PROFILE

NAME & SURNAME

PROFILE

This is your first chance to impress the recruiter. What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarise yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

WORK EXPERIENCE

ENTER JOB POSITION HERE
Enter Workplace Name & Details
Date From & To Current

Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action words (look up 'action words' on Google) to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

- List the skills you gained and the things you learned. You can also list any accomplishments that are relevant.
- You can include numbers and figures to show your performance. Numbers prove your achievements instead of just stating them.

ENTER JOB POSITION HERE
Enter Workplace Name & Details
Date From & To

Aim to sell yourself but keep it concise and clear. If past jobs have no relevance to your new position, don't go into too much detail or just focus on the specific skills you gained from them that will add value to your prospective job.

CONTACT

0700 455 322
West Lane WA 6105
name@gmail.com

SKILLS

- Creativity
- Organisational skills
- Project Management
- Computer-aided design
- Model-making skills
- Building & safety regulations
- Knowledge of products
- Knowledge of materials
- Architectural history

ATTRIBUTES

- Highly Motivated
- Career Driven
- Passionate
- Hard Working
- Positive Attitude
- Responsible
- Punctual
- Reliable & Flexible
- Approachable

REFERENCES

REFERENCE
Workplace Name
Phone Number
Insert Email Address

REFERENCE
Workplace Name
Phone Number
Insert Email Address

REFERENCE
Workplace Name
Phone Number
Insert Email Address

WORK EXPERIENCE

ENTER JOB POSITION HERE
Enter Workplace Name & Details
Date From & To

Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action words (look up 'action words' on Google) to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

- List the skills you gained and the things you learned. You can also list any accomplishments that are relevant.
- You can include numbers and figures to show your performance. Numbers prove your achievements instead of just stating them.

ENTER JOB POSITION HERE
Enter Workplace Name/Details
Date From & From


Focus on your past experience that directly relates to the criteria of the new position. You may want to list any challenges you faced in the position and how you overcame them.

EDUCATION

QUALIFICATION
Enter Place of Study, Date From & To
You can list any achievements and academic scores that stand out.

QUALIFICATION
Enter Place of Study, Date From & To
You can list any achievements and academic scores that stand out.

QUALIFICATION
Enter Place of Study, Date From & To
You can list any achievements and academic scores that stand out.



PROFESSIONAL PROFILE

NAME & SURNAME

COVER LETTER

Dear Sir / Madam

INSERT JOB POSITION BEING APPLIED FOR

This section is the first point of contact, it needs to be engaging and demonstrate that you have the skills to meet the requirements of the job. You need to convince the employer that you are what they are looking for. It also needs to be job specific and relate directly back to the advertised position.

Include a brief introduction about who you are and why you would like the job. What can you bring to the company? Expand on your relevant skills, qualifications and achievements. Always relate it back to the application criteria and how you will meet their requirements.

Use your creativity in your writing to keep your resume exciting to separate you from the competition.

Thank the prospective employer for taking the time to consider your application.

Kind Regards

CONTACT

0700 455 322
West Lane WA 6105
name@gmail.com

Template 14

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Name & Surname

Executive Resume Profile

PROFILE

What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarise yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

SKILLS

- Creativity
- Organisational Skills
- Time Management
- People Skills
- Communication Skills
- Strategic Thinking
- Problem Solving

EXPERIENCE

ENTER JOB POSITION HERE
Workplace Name & Details
Date From & To

Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action verbs to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.

- List the skills you gained and the things you learned. You can also list any accomplishments that are relevant. You can include numbers and figures to show your performance.
- Numbers prove your achievements instead of just saying them.

ENTER JOB POSITION HERE
Workplace Name & Details
Date From & To

Aim to sell yourself but keep it concise and clear. If past jobs have no relevance to your new position, don't go into too much detail or just focus on the specific skills you gained from them that will add value to your prospective job.

- Focus on your past experience that directly relates to the criteria of the new position. Use keywords to ensure that you stand out.

ENTER JOB POSITION HERE
Workplace Name & Details
Date From & To

Aim to sell yourself but keep it concise and clear. If past jobs have no relevance to your new position, don't go into too much detail or just focus on the specific skills you gained from them that will add value to your prospective job.

- Focus on your past experience that directly relates to the criteria of the new position. Use keywords to ensure that you stand out.

EDUCATION

QUALIFICATION
Enter Place of Study, Date From & To
You can list any achievements and academic scores that stand out.

QUALIFICATION
Enter Place of Study, Date From & To
You can list any achievements and academic scores that stand out.

QUALIFICATION
Enter Place of Study, Date From & To
You can list any achievements and academic scores that stand out.

EXPERIENCE

ENTER JOB POSITION HERE
Enter Workplace Name/Details
Date to & From

Focus on your past experience that directly relates to the criteria of the new position. You may want to list any challenges you faced in the position and how you overcame them.

- Again, keep this concise, relevant to the position and ensure they present you in a positive light.

ENTER JOB POSITION HERE
Enter Workplace Name/Details
Date to & From

List your attributes and what you can take from past employers. You can talk about your punctuality, work ethic and dedication to your job.

- Re-read the job advert several times to ensure you are meeting the criteria of the prospective job.
- Be sure to proof read your resume and spell check.

ENTER JOB POSITION HERE
Enter Workplace Name/Details
Date to & From

Describe your role at the company. How did you benefit the company and what could you take from this role to apply to the new position.

- List the skills you gained and the things you learned. You can also list any relevant accomplishments.

REFERENCES

REFERENCE 1
Workplace Name
Phone Number
Insert Email Address

REFERENCE 2
Workplace Name
Phone Number
Insert Email Address

Name & Surname

Executive Resume Profile

COVER LETTER

Dear Sir / Madam

INSERT JOB POSITION BEING APPLIED FOR

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Thank the prospective employer for taking the time to consider your application.

Kind Regards

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STEPH JWW
SALES MANAGER
080 000 000 | West Lane CA 1234 | Steph@jww.com | www.stephjww.com

PROFILE
This is your first chance to impress the recruiter. What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarize yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph.

ATTRIBUTES
Highly motivated
Career driven
Hard working
Positive attitude
Responsible
Reliable & Flexible

WORK EXPERIENCE
ENTER JOB POSITION HERE
Enter Workplace Name & Details
Date From & To Current
Focus on your most current job position and work backwards. Describe your role at each company. What was your position? Use action words (look up 'action words' on Google) to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.
• List the skills you gained and the things you learned. You can also list any accomplishments that are relevant.
• You can include numbers and figures to show your performance. Numbers prove your achievements instead of just stating them.
Aim to sell yourself but keep it concise and clear. If past jobs have no relevance to your new position, don't go into too much detail or just focus on the specific skills you gained from them that will add value in your prospective job.

SKILLS
Creativity
Organisational skills
Project Management
Drawing
Computer-aided design
Model-making skills
Building & safety regulations
Knowledge of products
Knowledge of materials
Architectural history



WORK EXPERIENCE CONTINUED
ENTER JOB POSITION HERE
Enter Workplace Name/Details
Date From & To
Focus on your past experience that directly relates to the criteria of the new position. You may want to list any challenges you faced in the position and how you overcame them.
• Again, keep this concise, relevant to the position and ensure they present you in a positive light.

ENTER JOB POSITION HERE
Enter Workplace Name/Details
Date From & To
List your attributes and what you can take from past employers. You can talk about your punctuality, work ethic and dedication to your job.
• Re-read the job advert several times to ensure you are meeting the criteria of the prospective job.
• Be sure to proof read your resume and spell check.

EDUCATION
QUALIFICATION
Enter Place of Study
Date From & To
You can list any achievements and academic scores that stand out.

QUALIFICATION
Enter Place of Study
Date From & To
You can list any achievements and academic scores that stand out.

REFERENCES

REFERENCE	REFERENCE	REFERENCE
Insert Workplace Email Address Insert Phone Number	Insert Workplace Email Address Insert Phone Number	Insert Workplace Email Address Insert Phone Number



STEPH JWW
SALES MANAGER
080 000 000 | West Lane CA 1234 | Steph@jww.com | www.stephjww.com

COVER LETTER

Dear Sir / Madam

INSERT JOB POSITION BEING APPLIED FOR

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Include a brief introduction about who you are and why you would like the job. What can you bring to the company? Expand on your relevant skills, qualifications and achievements. Always relate it back to the application criteria and how you will meet their requirements.

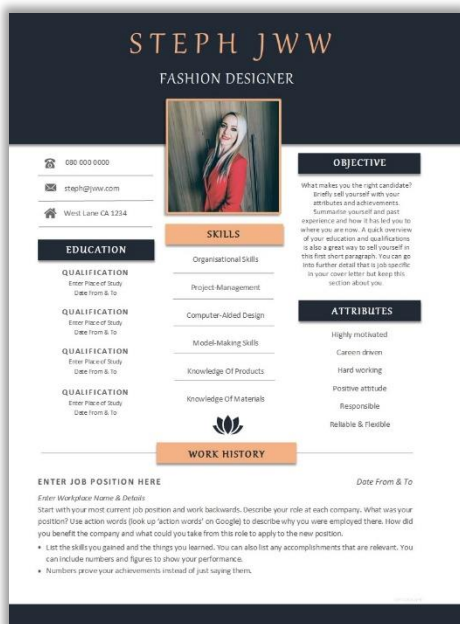
Use your creativity in your writing to keep your resume exciting to separate you from the competition.

Thank the prospective employer for taking the time to consider your application.

Kind regards

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STEPH JWW
FASHION DESIGNER

080 000 0000
steph@jww.com
West Lane CA 1234

OBJECTIVE
What makes you the right candidate? Briefly sell yourself with your attributes and achievements. Summarize yourself and past experience and how it has led you to where you are now. A quick overview of your education and qualifications is also a great way to sell yourself in this first short paragraph. You can go into further detail that is job specific in your cover letter but keep this section about you.

SKILLS
Organisational Skills
Project Management
Computer-Aided Design
Model-Making Skills
Knowledge Of Products
Knowledge Of Materials

ATTRIBUTES
Highly motivated
Career driven
Hard working
Positive attitude
Responsible
Reliable & Flexible

EDUCATION
QUALIFICATION
Enter Place of Study
Date From & To

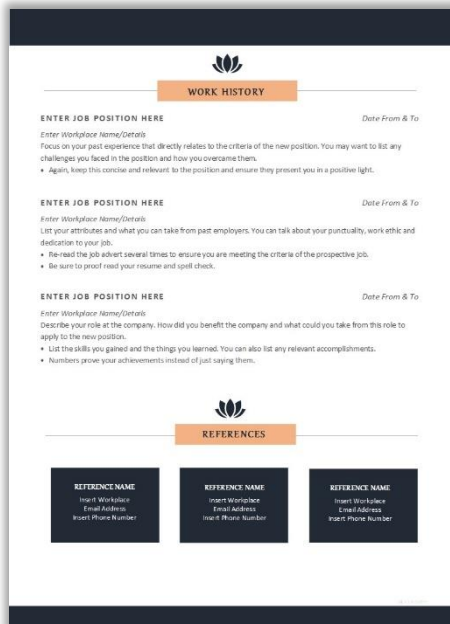
QUALIFICATION
Enter Place of Study
Date From & To

QUALIFICATION
Enter Place of Study
Date From & To

QUALIFICATION
Enter Place of Study
Date From & To

WORK HISTORY

ENTER JOB POSITION HERE
Date From & To
Enter Workplace Name & Details
Start with your most current job position and work backwards. Describe your role at each company. What was your position? Use action words (look up 'action words' on Google) to describe why you were employed there. How did you benefit the company and what could you take from this role to apply to the new position.
• List the skills you gained and the things you learned. You can also list any accomplishments that are relevant. You can include numbers and figures to show your performance.
• Numbers prove your achievements instead of just saying them.



WORK HISTORY

ENTER JOB POSITION HERE
Date From & To
Enter Workplace Name/Details
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ENTER JOB POSITION HERE
Date From & To
Enter Workplace Name/Details
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• Be sure to proof read your resume and spell check.

ENTER JOB POSITION HERE
Date From & To
Enter Workplace Name/Details
Describe your role at the company. How did you benefit the company and what could you take from this role to apply to the new position.
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REFERENCES

REFERENCE NAME	REFERENCE NAME	REFERENCE NAME
Insert Workplace Email Address Insert Phone Number	Insert Workplace Email Address Insert Phone Number	Insert Workplace Email Address Insert Phone Number



STEPH JWW
COVERING LETTER

Dear Sir / Madam

INSERT JOB POSITION BEING APPLIED FOR

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Use your creativity in your writing to keep your resume exciting to separate you from the competition.

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Kind regards

Steph JWW
Phone: 080 000 0000
Email: steph@jww.com

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