**INSERT NAME**

**Address:** INSERT ADDRESS

**Mobile:** INSERT TELEPHONE NUMBER

**Email:** [insertemail@gmail.com](mailto:insertemail@gmail.com)*(make sure this is professional*)

**LinkedIn:** www.linkedin.com/insertlinkedinURL

**Professional Summary**

A short paragraph introducing yourself. This needs to be a strong first impression highlighting any career achievements that you want to draw attention to.

**Skills**

In this section use bullet points to make keywords stand out and grab the reader’s interest. We advise that this section mirrors job advert requirements.

* *Bullet point 1*
* *Bullet point 2*
* *Bullet point 3*
* *Bullet point 4*

**Employment History**

Company, job title, employment dates, and a brief paragraph about what your role was when working in the business, start with the most relevant experience.

**Job Title (e.g. Senior Consultant)**

**Company name**

***September 2018 – Present***

Describe your responsibilities and achievements in terms of impact and results. Use examples but keep it short.

* *Bullet point 1*
* *Bullet point 2*
* *Bullet point 3*
* *Bullet point 4*

**Job Title (e.g. Consultant)**

**Company name**

***September 2014– August 2018***

Describe your responsibilities and achievements in terms of impact and results. Use examples but keep it short.

* *Bullet point 1*
* *Bullet point 2*
* *Bullet point 3*
* *Bullet point 4*

1. **Job Title (e.g. Graduate Consultant)**
2. **Company name**
3. ***October 2012 – August 2014***

Describe your responsibilities and achievements in terms of impact and results. Use examples but keep it short.

* *Bullet point 1*
* *Bullet point 2*
* *Bullet point 3*
* *Bullet point 4*

**Professional memberships, chartership, certificates**

Professional memberships, chartership, certificates, etc. – This can be bullet pointed with the dates achieved.

* *Bullet point 1*
* *Bullet point 2*
* *Bullet point 3*
* *Bullet point 4*

**Education**

Include the name of the qualification, where you studied and the dates it was achieved. Summarise what was covered and ensure you highlight anything that is industry relevant. You only need the headings for school or college qualifications, this will also help to minimise the space that is taken.

**MSc in Insert**

**Insert University**

***2011 – 2012***

A summary of what was covered and ensure to highlight anything that is industry relevant

* *Bullet point 1*
* *Bullet point 2*
* *Bullet point 3*
* *Bullet point 4*

**BSc in Insert (Insert grade)**

**Insert University**

***2008 – 2011***

A summary of what was covered and ensure to highlight anything that is industry relevant

* *Bullet point 1*
* *Bullet point 2*
* *Bullet point 3*
* *Bullet point 4*

**A-levels (Insert grades)**

**Insert School and Sixth Form College**

**2006 - 2008**

**GCSEs (Insert grades)**

**Insert School and Sixth Form College**

**Hobbies interests or achievements**

A very brief section on what you do in your spare time to add personality. Examples - Sports, travelling, languages, studying, volunteering, or blogging

**References**

You do not need to put actual references on your CV. 'References are available upon request' is fine in this section. But do have them ready because when you are offered an interview or the job these may be required.