Forename Surname | Professional Title

Location: xxxxxxx
Telephone: xxxxxxxxxx
Email: xxxxxxxxxxxx

Professional Profile

'Here add a punchy one or two line sentence that gives a high-level overview of your skillset and will appeal to your target employers and recruiters'

Here expand upon the above with a more detailed summary of what you do – include industry experience, skills, IT knowledge, qualifications etc. and try to show how your work impacts your employers. 3-5 lines will be about right for this section

Career Summary

mmm yyyy - Present   **Company Name, Location**
                              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 all of 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 older roles as you go down the CV
- xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
- xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
- xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
- xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
- xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
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- xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
- xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

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**
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 all of 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 older roles as you go down the CV
- xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
- xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
- xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

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**
Role Title

Outline
As you progress down the CV to older roles it best just to summarise the roles in 1-3 lines

Mmm yyyy – mmm yyyy **Company Name, Location**
Role Title

Outline
As you progress down the CV to older roles it best just to summarise the roles in 1-3 lines

(If you have lots of really old roles then you can just list them like below)

Mmm yyyy – mmm yyyy **Company Name, Location**
Role Title

Mmm yyyy – mmm yyyy **Company Name, Location**
Role Title

Mmm yyyy – mmm yyyy **Company Name, Location**
Role Title

Mmm yyyy – mmm yyyy **Company Name, Location**
Role Title

Education & Qualifications

- Ø **Qualification, grade –** Institution – Year
- Ø **Qualification, grade –** Institution - Year
- Ø **Qualification, grade –** Institution - Year

References available on request