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Your professional summary is an introduction that sets the tone for the rest of your CV. Open with 4 to 5 impact statements to summarise your work experience. Use this section to describe why you are qualified for the role advertised. Emphasize the skills, experience and knowledge that you can offer to the employer. Avoid speaking in the first person. Instead of using the word 'I' go with adjectives instead. For example, rather than saying 'I am a goal orientated professional with a decade of sales experience' say 'A goal orientated professional with a decade of sales experience'.

Core Competencies and Achievements

The purpose of this section is to highlight your unique achievements and transferable skills to the employer to make your CV stand out from the crowd. Make a list of your skills and achievements related to the position you are applying for and incorporate them into this section.

For example:

Forward-thinker and innovative: Proven track record of finding new product solutions. Proactively sought new systems to improve the aftersales process at XYZ Company which resulted in a 55% increase in repeat business.

Proactive: Learned JavaScript in my spare time through an online training course on weekends and received a CIW JavaScript Specialist Certificate. Extremely focused on continuing to upskill and increasing my market value.

Analytical: Engaged and worked with Product Specialists to gain information on the latest trends, developments, threats, opportunities relating to Fraud and anti-Fraud solutions and provide full information to customers and manage expectations.

Professional Experience

Dates of employment:

Start Date – Present:	Job Title
	Company Name and Address

Insert 1 line to describe the company. Include who you reported to.

Duties and responsibilities

Volunteer Work (If applicable)

Any volunteering experience shows the employer that you're a self-motivated individual who takes initiative and goes beyond the call of duty. If you don't have any volunteer experience you can omit this section.

Hobbies and Interests

Use this section to explain your character. Don't just list all your interests – make sure you give some detail and explanation for each one. For example, if you enjoy playing chess, try and include detail that highlights a transferrable skill.

For example: 'I enjoy playing chess, and I contribute tutorial videos regularly to an online community chess club.'

References available on request