

NAME | PROFESSIONAL TITLE

Location: XXXXXXXX
Telephone: XXXXXXXX
Email: XXXXXXXX

PROFESSIONAL PROFILE

No more than 3 sentences

CAREER SUMMARY

Month Year – Month Year **Company, Location**

Job Title

Overview of role within company. Include progression – e.g. *Joined as trainee and promoted to X within X months*

Key Responsibilities:

- Detail your responsibilities, skills and knowledge gained
- Use professional language to display how your duties impacted the business
- Give more detail about recent roles and less for old roles
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Key Achievements:

- Highlight any specific projects or technical areas where you have worked – be specific, differentiate yourself from your peers, sell your experience and focus on the points you would want to discuss in an interview
- Where possible, use figures to quantify your achievements

Month Year – Month Year **Company, Location**

Job Title

- Repeat the above points for all relevant previous roles
- As you progress down the CV to older roles, it's best to summarise in 1-3 lines

EDUCATION

Month Year – Month Year
University / Institution
Degree: Grade

Month Year – Month Year
School
A-Levels
GCSEs

ADDITIONAL QUALIFICATIONS & SKILLS

- List any relevant extra qualifications or courses you've attended
- If you speak other languages, include also

REFERENCES

- List references and their contact details or state: *Available upon request*