

NAME

Right to Work in UK

Residence

Notice Period

PROFESSIONAL QUALIFICATIONS

Month | Year
Qualification (first time passes?)

EDUCATION

Dates
University
Degree

Dates
School
A-Levels
GCSEs

LANGUAGES

Delete if not applicable

COMPUTER SKILLS

e.g. Excel, Onesource, Alphatax, SAP etc.

OVERVIEW

No more than 3 sentences

CAREER HISTORY

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

Job Title

- Overview of role / company. As appropriate this should include sector coverage, size of client(s) in terms of turnover and profile of client(s) e.g. *FTSE100, FTSE250, OMB / SME, US parented, Multinational, inbound/outbound... etc.*
- Include overview of progression within this role – e.g. *Joined as trainee and promoted to X in Month Year, and then to Y in Month Year.*

Key Responsibilities:

- Highlight key technical areas covered and day-to-day responsibilities (minimum 6 bullet points for current role)
- See above
- See above
- See above

Key Achievements:

- Highlight any specific projects or technical areas you have covered / worked on – make sure you are specific, differentiate yourself from your peers, sell your experience and focus on the points you would want to discuss at interview.
- See above
- See above

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

Job Title

- Repeat the above for all previous roles
***Note:** Give greater weighting to more recent roles/experience, and for roles with longer tenure.

Month Year – Month Year

Career Break

(Complete the above in chronological order for any gaps in employment)