

Your Name

you@emailaddress.com
07712 345 678
1 High Street,
City, EX1 1XX

PERSONAL PROFILE

I'm an experienced [insert job title here] who has managed and participated in [insert detail] . I have a reputation for being a [adaptable, capable, competent]. I am seeking to bring my proven skills and experience to a new position in [insert detail].

SKILLS / ACHIEVEMENTS

- Managed and motivated a team of sales staff for [insert detail] where I consistently met challenging targets and kept within a tight budget.
- More bullet points like this...

EMPLOYMENT HISTORY

[Month Year] to [Month Year]

Company Name

Job Title

[Short paragraph describing the role]

Key Responsibilities

[Bullet points highlighting your key responsibilities]

Key Achievements

[Bullet points highlighting your key achievements]

[Month Year] to [Month Year]

Company Name

Job Title

[Short paragraph describing the role]

Key Responsibilities

[Bullet points highlighting your key responsibilities]

Key Achievements

[Bullet points highlighting your key achievements]

EDUCATION

[Month Year] to [Month Year]

University of Anywhere

MA (Hons) in (Qualification)

INTERESTS

(Example):

- My interests include current affairs, reading, writing, going to the cinema, socialising and going to the gym.
- I am a keen traveller and have visited USA, Australia, Asia and most of Western Europe.

REFERENCES

References are available on request.