

EXAMPLE OF A C.V.

Forename Surname | Professional Title

Location: xxxxxxxx
Telephone: xxxxxxxxxxxx
Email: xxxxxxxxxxxxxx

Professional profile

Add a punchy one or two-line sentence that gives a high-level overview of your skill set 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 benefits 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 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 old roles as you go down the CV
- xxx
- xxx
- xxx
- xxx
- xxx
- xxx
- xxx
- xxx
- xxx

Key achievements/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**
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