

**Name:**  
**Address:**  
**E-Mail:**  
**Phone Number:**  
**LinkedIn Profile:**

## Professional Profile

A short paragraph introducing yourself, summarising your years of experience and achievements that you have.

## Key Skills

Examples may include:

- **Finance:** Budgeting, Auditing, Compliance
- **HR:** Recruitment, Training, Mediation, Employee Law
- **Accountancy:** Accounting Reconciliation, ACCA qualified, Sage
- **Communications:** PR, Social Media Management, Writing Press Releases
- **ICT:** Cloud Computing, Cyber Security, Data Analysis, Java
- **Languages:** List any languages that you speak (along with level of fluency).
- **Technical Skills:** List any software/ programmes that you have experience with.

## Education History & Professional Development

List all qualifications that you have, with the most recent first. Also, list any professional organisations that you are a member of.

**Year beginning - Year ending**                      **Course Title:**  
**University/ Institution Name**

**Year beginning - Year ending**                      **Course Title:**  
**University/ Institution Name**

Include a list of subjects or modules if you think it is relevant.

## Work History

List your most recent/ current job first. Try not to leave any gaps in your Work History.

**MM/YY – MM/YY**                                      **Job Title**  
**Company name & location**

- Give an account of your role in the company.
- Include any projects that you have worked on.
- Highlight duties that are relevant to the role you are applying for.
- Highlight the results of your work.
- Keep it brief and to-the-point.
- List your achievements:

**MM/YY – MM/YY**

**Job Title**  
**Company name & location**

- Give an account of your role in the company.
- Include any projects that you have worked on.
- Highlight duties that are relevant to the role you are applying for.
- Highlight the results of your work.
- Keep it brief and to-the-point.
- List your achievements:

## Hobbies & Interests

List any hobbies and interests that you have, along with any accomplishments that you have reached. Also, include volunteering activities that you take part in.

***References available upon request***