**Name**

Phone • LinkedIn Profile URL • email@mail.com • Location

Profile

I am a ………. *This section should be a concise summary of you and your skills, experience and approach. This can be either in a short paragraph or in bullet points.*

Key Career Achievements

*This is really important as it may be the most impactful and “attention grabbing” of the CV. It should be 5 (min) to 8 (max) bullet points summarising stand out achievements that cover the range of your skills and relevant to the target role or company. Be data specific quoting numbers and percentages. Don’t be concerned about repeating these where relevant in the Full Career History section later – there’s no harm in making sure strong points get noticed!*

* Grew…….
* Increased…….
* Turned around ………
* Created …….
* Led ……

Key Competencies

* Strong …..
* Extensive experience in
* Very broad sector experience across …..
* A collaborative team leader……
* International experience including …..

Career History Summary

|  |  |  |
| --- | --- | --- |
| **Company** | **Role** | **Dates** |
| Company A | Role A | Sept 2010 – Present |
| Company B | Role B | June 2007 – Sept 2010 |
| Etc | Etc | Jan 2003 – June 2007 |
| Etc | Etc | April 1999 – Jan 2003 |
| Etc | Etc | Feb 1990 – April 1999 |
| Etc | Etc | June 1988 – Feb 1990 |

Full Career History

**Role Company date range**

*Unless obvious, give a very concise summary of the company. Also mention the role you reported to and, if applicable, the number of direct reports you had*

*Achievements and responsibilities:*

* Grew ……
* Increased …..
* Was a key member of ……..
* Delivered……...
* Initiated, developed and executed ……….
* Integrated ……….

**Role Company date range**

*Achievements and responsibilities:*

* Led division from …….
* Revamped …….
* Repositioned ………
* Integrated …….

**Role Company date range**

*Achievements and responsibilities:*

* Re-engineered a ………
* Worked collaboratively with …….
* Project led …….
* Worked closely with ……

Professional Development

* Course, Provider, Year
* Course, Provider, Year
* Course, Provider, Year
* Course, Provider, Year

Educational Qualifications

* E.g. BA (HONS) Geography (2:1) - St Andrews University
* Other

Interests

I devote a lot of my time to…...