**Name goes here**

Telephone number

Email address

Home address

# **PERSONAL PROFILE**

Provide a snapshot of your professional background, focusing on your most relevant skills, experiences, and accomplishments. Tailor this section to the specific job you're applying for, highlighting the skills and experiences that align with the job requirements. Briefly state your career objectives or goals. This could include your desired job title, industry, or specific areas you want to focus on in your career. You can include a few personal attributes or qualities that describe your work ethic, personality, and approach to work.

# **EDUCATION**

**University Details (if applicable)**

* Exams taken.
* And Results go here.

**High School details**

* Exams taken.
* And results go here.

# List any relevant certifications, licenses, or professional development courses you've completed.

If applicable, include any notable achievements, awards, or honours you've received in your academic or professional career.

**SKILLS**

# Highlight your relevant skills.

# Technical and soft skills.

# This can include languages,

# Software proficiency,

# Technical competencies,

# Interpersonal skills.

# Be specific and provide examples where possible.

# **WORK EXPERIENCE**

**Present Employment**

**Dates From - To**

**Company Name**

**Job Title**

A little paragraph about the company and role

Duties and Responsibilities

* Write some bullet points.
* Explaining your duties and responsibilities
* Don’t forget to mention.
* The systems you use i.e. MS Word, Sage etc.

**Previous Employment**

**Dates From - To**

**Company Name**

**Job Title**

A little paragraph about the company and role

Duties and Responsibilities

* Make sure you speak in the past tense.
* Again, explain your day-to-day duties.
* Think of everything you do and note it down.
* You never know what may be relevant.
* If you are going for a certain type of role
* Don’t forget to adapt your cv for the role.

**Dates From - To**

**Company Name**

**Job Title**

A little paragraph about the company and role

Duties and Responsibilities

* If your cv goes back a long time
* Ensure you don’t put too many jobs on
* You only need to go into detail for the past 10 years.
* After this you can just put in the company names and dates

# **ADDITIONAL INFORMATION**

You can include any other relevant information, such as professional memberships, hobbies, or interests, if they help to demonstrate your skills or character.