**Forename Surname | C-level/Managing Director**

**Location: xxxxxxx**

**Telephone: xxxxxxxxxxx**

**Email: xxxxxxxxxxxxx**

Professional profile

Add a punchy one or two line sentence that sums you up and will appeal to your target employers and recruiters.

Expand upon the above with a more detailed summary of business you have led, markets you have operated in and results you have achieved, such as company growth, market share increase, profit-boosting.

Executive skills

|  |  |
| --- | --- |
| * 6-8 short bullet points * Highlight important skills and knowledge * xxxxxxxxxx | * xxxxxxxxxxx * xxxxxxxxxxx * xxxxxxxxxxx |

Career summary

**mmm yyyy – Present Company Name, Location (Optional)**

**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 all of 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
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
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* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

*Key achievement/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
* Focus on number based achievements with big effects on the business

**Mmm yyyy – mmm yyyy Company Name, Location (Optional)**

**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 all of 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
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* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

*Key achievement/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

**Mmm yyyy – mmm yyyy Company Name, Location (Optional)**

**Role Title**

*Outline*

As you progress down the CV to older roles, it’s best to summarise the roles in 1-3 lines

**Mmm yyyy – mmm yyyy Company Name, Location (Optional)**

**Role Title**

*Outline*

As you progress down the CV to older roles, it’s best to summarise the roles in 1-3 lines

**Mmm yyyy – mmm yyyy Company Name, Location (Optional)**

**Role Title**

**Mmm yyyy – mmm yyyy Company Name, Location (Optional)**

**Role Title**

**Mmm yyyy – mmm yyyy Company Name, Location (Optional)**

**Role Title**

**Mmm yyyy – mmm yyyy Company Name, Location (Optional)**

**Role Title**

Education and qualifications

* **Qualification, grade –** Institution – Year
* **Qualification, grade –** Institution – Year
* **Qualification, grade –** Institution – Year

References available on request