**Forename Surname | Professional Title**

**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 what you do – include core industry experience, skills (software, tools etc.) and try to show how your work impacts your employers. 3-5 lines will be about right for this section.

IT/Technical skills

|  |  |  |
| --- | --- | --- |
| * **Network design** * **HTML, .Net** * **xxxxxxxxxxxxxx** | * **xxxxxxxxxxxxx** * **xxxxxxxxxxxxx** * **xxxxxxxxxxxxx** | * **xxxxxxxxxxxxx** * **xxxxxxxxxxxxx** * **xxxxxxxxxxxxx** |

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 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 older roles as you go down the CV
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
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*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. Make sure these are quantifiable, and not just things that are your everyday job. Potential employers need to be able to read these and understand why they are an achievement and hold some impressive weight. Figures always help here.

**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
* Give lots of detail in recent roles and less in older roles as you go down the CV
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

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

**Role Title**

*Outline*

As you progress down the CV to old 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 old 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