**Forename Surname | Professional Title**

**Location: xxxxxxx**

**Telephone: xxxxxxxxxxx**

**Email: xxxxxxxxxxxxx**

Professional profile

Add a punchy one or two line sentence that gives a high-level overview of your skill set and will appeal to your target employers and recruiters.

Here, expand upon the above with a more detailed summary of what you do. Include industry experience, skills, IT knowledge, qualifications etc. and try to show how your work benefits your employers. 3-5 lines will be about right for this section.

Career summary

**mmm yyyy – Present Temp Agency, Location**

**Role Title**

*Outline*

Describe the temp agency you work for, markets it operates in, and a summary of the types of clients you have been working for and the support you have been providing. Avoid listing every temp assignment as a separate role to avoid looking uncommitted.

*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 old roles as you go down the CV
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
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* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

*Key achievements/projects*

* If possible, try to add some impressive achievements you’ve made that have had a big impact on some of the clients you have worked with
* Use numbers to quantify these achievements if you can (e.g. sold 100 units in 1 month)

**Mmm yyyy – mmm yyyy Temp Agency, Location**

**Role Title**

*Outline*

Describe the temp agency you work for, markets they operate in, and summarise the types of clients you have been working for and the support you have been providing

*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 old roles as you go down the CV
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

*Key achievements/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 Temp Agency, Location**

**Role Title**

*Outline*

Describe the temp agency you work for, markets they operate in, and summarise the types of clients you have been working for and the support you have been providing

**Mmm yyyy – mmm yyyy Temp Agency, Location**

**Role Title**

*Outline*

Describe the temp agency you work for, markets they operate in, and summarise the types of clients you have been working for and the support you have been providing

Education & qualifications

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

References available on request