

Professional profile

'Add a punchy one or two lines here to summarise your experience and appeal to the employer.

Here, expand upon the above, highlighting your key skills, IT knowledge, qualifications, etc. This section should be about right for this section. 3-5 lines will do.

Core Skills

- 6-8 Short bullet points
- Highlight important skills
- xxxxxxxxxxxxxx

Career summary

(Insert this section here)
mmm yyyy - mmm yyyy

Write a short and snappy summary of your role. Try to include key achievements and constructive elements.

mmm yyyy – Present

Outline

Give a high-level overview of your role and what the overall goal of your role is. 1-3 lines.

Key Responsibilities

- Detail all key responsibilities and knowledge as possible
- Use professional terminology where possible
- Give logical order to your responsibilities
- xxxxxxxx
- xxxxxxxx
- xxxxxxxx
- xxxxxxxx
- xxxxxxxx
- xxxxxxxx
- xxxxxxxx
- xxxxxxxx
- xxxxxxxx
- xxxxxxxx
- xxxxxxxx

Key Achievements

- If possible, quantify your achievements (e.g. have had a big impact on the business)
- Use specific examples (e.g. increased sales by 10% in 1 month)

Mmm yyyy

Outline

Give a high-level overview of your role and what the overall goal of your role is. 1-3 lines.

Key Responsibilities

- Detail all key responsibilities and knowledge as possible
- Use professional terminology where possible
- Give logical order to your responsibilities
- xxxxxxxx

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Land your perfect job quickly

- xxxxxxxxxxxxxxxxxxxxxxxx
- xxxxxxxxxxxxxxxxxxxxxxxx
- xxxxxxxxxxxxxxxxxxxxxxxx

Key Achievement/Projects

- If possible try to add impact on the employer or a customer

Mmm yyyy – mmm yyyy

Outline

As you progress down the

Mmm yyyy – mmm yyyy

Outline

As you progress down the

(If you)

Mmm yyyy – mmm yyyy

Mmm yyyy – mmm yyyy

Mmm yyyy – mmm yyyy

Mmm yyyy – mmm yyyy

Education &

- Qualification
- Qualification
- Qualification

Reference