

Professional profile

'Add a punchy one or two lines here to show you are most

Here, expand upon the above to show you are a good fit to your new target employers. This should include any relevant voluntary or part time experience and any other relevant information on your current CV.

Core Skills

- 6-8 Short bullet points
- Highlight important skills
- Tailor towards the job

Career summary

(Tip: Be selective with your current/most-relevant experience. Use part-time/voluntary work if relevant instead.)

mmm yyyy - Present

Outline
Give a high-level overview of your role. 1-3 lines. Focus on the overall goal of the role.

Key Responsibilities

- Detail all key responsibilities as far 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. 'I have had a big impact on the business by increasing sales by 10% in 1 month')
- Use relevant terminology

Mmm yyyy - Present

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

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

Fully editable Word version included in the Pro Job Hunter Pack

[Get the Pro Pack](#)

Land your perfect job quickly

- xxxxxxxxxxxxxxxxxxxxxxxx
- xxxxxxxxxxxxxxxxxxxxxxxx

Key Achievement/Projects

- If possible try to add a link to the project on the employer or a customer website

Mmm yyyy – mmm yyyy

Outline

As you progress down the page

Mmm yyyy – mmm yyyy

Outline

As you progress down the page

(If you

Mmm yyyy – mmm yyyy

Mmm yyyy – mmm yyyy

Mmm yyyy – mmm yyyy

Mmm yyyy – mmm yyyy

Education & Training

- Qualification
- Qualification
- Qualification

Reference