|  |  |  |
| --- | --- | --- |
|  | **Your Name**Address Email Address, contact number  |  |

**Profile**

You can add a short personal statement at the beginning of your CV giving an overview of yourself or highlighting your relevant experience for the role you are applying for. Keep this short and punchy - no more that about 6 lines.

Add a small head and shoulders photo of yourself if you wish.

**Career History**

**CURRENT EMPLOYER NAME *JOB TITLE***

MONTH YEAR - MONTH YEAR

A brief description of the company you work for and what they do.

A description of your role. If this is your current role use the present tense.

**Key responsibilities**

* List your main responsibilities
* List these using bullet points rather than long paragraphs
* Provide short and concise information on key tasks undertaken in your role.
* Try to keep to a maximum of 6 to 8 responsibilities.
* Focus on the responsibilities most relevant to the job you are applying for

**Key achievements**:

* For each job role, list some achievements. This is your best way of evidencing your abilities. Keep these factual, concise, specific and measurable. Using numbers / percentages to demonstrate your achievements against targets is very effective.
* Achieved x% of sales target for the years x and x
* Reshaped x team leading to 9% increase in profit yr on yr
* Results: 19% up in June vs a market that was back -13%
* Implemented sales strategies for the launch of x to the UK market

**PREVIOUS EMPLOYER NAME *JOB TITLE***

MONTH YEAR - MONTH YEAR

A brief description of the employer your worked for and what they do.

A description of your role and responsibilities. Make sure this is in the past tense.

**Key responsibilities**

* List your main responsibilities
* List these using bullet points rather than long paragraphs
* Provide short and concise information on key tasks undertaken in your role.
* Try to keep to a maximum of 6 to 8 responsibilities.
* Focus on the responsibilities most relevant to the job you are applying for

**Key achievements**:

* For each job role, list some achievements. This is your best way of evidencing your abilities. Keep these factual, concise, specific and measurable. Using numbers / percentages to demonstrate your achievements against targets is very effective.
* Achieved x% of sales target for the years x and x
* Reshaped x team leading to 9% increase in profit yr on yr
* Results: 19% up in June vs a market that was back -13%
* Implemented sales strategies for the launch of x to the UK market

**PREVIOUS EMPLOYER NAME *JOB TITLE***

MONTH YEAR - MONTH YEAR

A brief description of the employer your worked for and what they do.

A description of your role and responsibilities. Make sure this is in the past tense.

**Key responsibilities**

* List your main responsibilities
* List these using bullet points rather than long paragraphs
* For more historic roles its ok to provide less information

**Key achievements**:

* For each job role, list some achievements. This is your best way of evidencing your abilities. Keep these factual, concise, specific and measurable. Using numbers / percentages to demonstrate your achievements against targets is very effective.
* Achieved x% of sales target for the years x and x

**Professional Certifications**

***CERTIFICATION***, STUDY CENTRE, MONTH YEAR

***CERTIFICATION***, STUDY CENTRE, MONTH YEAR

**Education & Training**

Study Centre, ***QUALIFICATION***, YEAR - YEAR

Study Centre, ***QUALIFICATION***, YEAR - YEAR

Study Centre, ***QUALIFICATION***, YEAR - YEAR