**Your Name**

Address

01234 000000 • 0113 000 0000 • [name@mail.com](mailto:name@mail.com)

[LinkedIn Profile](https://www.linkedin.com)

**Personal statement**

A conscientious and professional [Job Title] with extensive experience in [type of roles] roles, currently seeking a new position as a [desired Job Title]. A highly organised and efficient individual, whose thorough and precise approach to projects has yielded excellent results. Recent achievements with my current employer include [one or two achievements].

**Key Skills**

* [The main technical skill you are proficient in]
* [In descending order of proficiency, list further technical or functional skills]
* [List your soft skills, such as excellent customer facing, presentation, communication skills]
* [List your certifications or accreditations]

**Employment History**

**[Job Title], Company Name, Location**

*(April 2011 – Present)*

Achievements and responsibilities:

* [Mention your biggest project / achievement and how this helped the business]
* [List further projects / achievements and how this helped the business]
* [List your main responsibilities, in order of importance]

**[Job Title], Company Name, Location**

*(June 2010 – April 2011)*

Achievements and responsibilities:

* [Mention your biggest project / achievement and how this helped the business]
* [List further projects / achievements and how this helped the business]
* [List your main responsibilities, in order of importance]

**[Job Title] Company Name, Location**

*(October 2007 – May 2010)*

Achievements and responsibilities:

:

* [Mention your biggest project / achievement and how this helped the business]
* [List further projects / achievements and how this helped the business]
* [List your main responsibilities, in order of importance]

**Education**

**University / College**

*(September 2004 – June 2006)*

* [Degree and result]
* [A Levels and results]

**School Name**

*(September 1998 – June 2004)*

* [GCSE’s and results]

**Hobbies & Interests**

[List any societies or groups that you are part of, or any interest hobbies]

**References**

References are available upon request.