**FIRST NAME LAST NAME**

City/Location · Contact Phone Number

Email · Twitter · Other social media if applicable

Website/Portfolio/LinkedIn

Some people like to include a summary, which is best done here. Make it short and snappy. It’s a good place to outline your career objective, but we prefer to use this space to demonstrate how you stand out from other applicants with similar backgrounds.

**SKILLS**

Don’t be tempted to fill this with ‘fluffy’ content! Just delete the section if you aren’t sure what to include.

* Look at the key words used in the job advert; do you have those?
* Be sure to detail the things that make you a clear match for the role
* Soft skills are just as valuable as technical skills so don’t neglect them
* Do you have knowledge of specific systems/software?
* Facts and figures have the biggest impact
* Your greatest career achievement to date sits well here too

**EXPERIENCE**

START DATE – END DATE **JOB TITLE,** COMPANY

Very brief description of your responsibilities here.

* Key achievements are best in bullet points
* Use real examples but keep them short
* Facts and figures have the biggest impact
* Showing ROI & how you contribute to growth is very powerful
* Just be sure to use things you can back up if you are asked

START DATE – END DATE **JOB TITLE,** COMPANY

Very brief description of your responsibilities here.

* Key achievements are best in bullet points
* Use real examples but keep them short
* Facts and figures have the biggest impact
* Showing ROI & how you contribute to growth is very powerful
* Just be sure to use things you can back up if you are asked

START DATE – END DATE **JOB TITLE,** COMPANY

Very brief description of your responsibilities here.

* If you’ve been contracting, try using one section to sum up your key projects
* If you are able, list your biggest clients
* Briefly outline the projects you delivered

START DATE – END DATE **JOB TITLE,** COMPANY

Very brief description of your responsibilities here.

* Remember, the further back you go, the less relevant it is
* Don’t go back more than 6 positions, less if you’ve stayed in one place for 10+ years
* We don’t need to include the part time job in a café while you were at university

**QUALIFICATIONS & AWARDS**

DATE ACHIEVED **DEGREE/QUALIFICATION/CERTIFICATE**  
It’s good to put your score here, such as 2.1 or Distinction, but don’t over complicate it.

DATE ACHIEVED **DEGREE/QUALIFICATION/CERTIFICATE**  
Be sure to keep it relevant. Your GCSEs are not as valuable as industry-approved certifications.

DATE ACHIEVED **DEGREE/QUALIFICATION/CERTIFICATE**  
If you’ve won an award, brag about it!

**HOBBIES / ACTIVITIES**

This is a great opportunity to show your interests and passions outside of work, and how you like to give back if you do any volunteering/community work. Do you keep a blog? Link to it here. Perhaps you speak another language? Love hiking in the countryside? Avoid overused ‘hobbies’ such as cooking, socialising with friends etc. If you aren’t sure what to write, delete this section.

**REFERENCES AVAILABLE ON REQUEST**