FORENAME SURNAME

PROFESSIONAL TITLE

Location | Telephone number | Email address

|  |  |
| --- | --- |
| **PROFESSIONAL PROFILE** | Here, expand upon the above with a more detailed summary of relevant abilities that will appeal to your new target employers. This should include any new courses or qualifications you have picked up, along with any voluntary or part time experience you have gained in your new sector. Try not to include too much information on your current/old industry as it will not be relevant in this instance. |

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| **CORE SKILLS** | * 6-8 Short bullet points * Highlight important skills * Highlight relevant knowledge | * Example * Example * Example |

|  |  |  |
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| **CAREER SUMMARY** | | |
| mmm yyyy – Present/date | **Role Title, Company Name** | Location (Optional) |
|  | *Outline*  Give a high-level overview of the role to show how you fit into the organisation and what the overall goal of your role is.  1-3 lines should be enough.  *Key Responsibilities*   * Detail all your responsibilities and showcase as much of your skills and knowledge as possible. * Use professional language and show how your duties impact the business where possible. * Give lots of detail in recent roles and less in older roles as you go down the resume.   *Key Achievements*   * If possible, try to add some impressive achievements you’ve made that have had a big impact on the employer or a customer/client. * Use numbers to quantify these achievements if you can (e.g. sold 100 units in 1 month). |  |

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| --- | --- | --- |
| **EDUCATION** | | |
| Dates | **Qualification** | School/body |
|  | Optional extra info |  |
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|  | Optional extra info |  |

**Need some more help writing your CV?**

**Check out the following resources on our site…**

* [**CV example library**](https://standout-cv.com/blogs/cv-writing-advice-blog/115702276-example-of-a-good-cv) - 100’s of real-life winning CV examples
* [**How to write a CV**](https://standout-cv.com/pages/how-to-write-a-cv)- The ultimate guide to writing an effective CV
* [**CV builder**](https://cvbuilder.standout-cv.com/cv-template-picker/) - Create a winning CV in minutes using unbreakable templates, pre-written content, and step-by-step expert guidance.

[A close-up of a cover letter

Description automatically generated](https://cvbuilder.standout-cv.com/cv-template-picker/)