

Name

email@email.com

07000 000 000

Linkedin.com/in/name/

Career Profile or Capability Statement

Provide a snapshot of your area of expertise, experience, most marketable/relevant skills and abilities, and unique offering.

Career Summary

|  |  |
| --- | --- |
| Name of organisation | Month year – present |
| Role |  |
| Expertise, experience etc. |
| Name of organisation | Month year – Month year |
| Role |  |
| Expertise, experience etc. |
| Name of organisation | Month year – Month year |
| Role |  |
| Expertise, experience etc. |
| Name of organisation | Month year – Month year |
| Role |  |
| Expertise, experience etc. |

Education

|  |  |
| --- | --- |
| Qualification  | Year  |

Name of institution

Achievements

* Insert achievement statement
* Insert achievement statement
* Insert achievement statement
* Insert achievement statement
* Insert achievement statement

Employment History

|  |  |
| --- | --- |
| Name of organisation | Month year – present |

Brief description of the organisation: what it does, its annual turnover/revenue, where it is represented, how many employees it has

**Role purpose and importance**

Statement about what the role does to deliver outcomes aligned with the organisation’s strategic objectives. Include the scope and size of the role, who it reports to, how many people you manage, size of budget and what your role delivers to the organisation

**OR**

**Key Responsibilities**

This is a tactical list of what you do using active, dynamic verbs. It needs to succinctly outline ONLY your most important responsibilities.

* Brief points about responsibilities
* Brief points about responsibilities
* Brief points about responsibilities

**Achievements**

* Context, action and measurable, specific result
* Context, action and measurable, specific result
* Context, action and measurable, specific result
* Context, action and measurable, specific result

|  |  |
| --- | --- |
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**Follow this format to cover the last 5-10 years in detail. For positions after 5 years and especially those prior to the last 10 years, role details and achievements are generally less relevant, so can be covered briefly.**

Professional Memberships (if applicable)

Name of association

Name of association

Professional Development / Training Courses

* Insert name of courses or accreditations
* Insert name of courses or accreditations

Referees

Available upon request.