

Name

email@email.com

07000 000 000

Linkedin.com/in/name/

Career Profile or Capability Statement

Insert paragraph summarising your career, including your area of expertise, experience, most marketable/relevant/transferable skills and abilities, and unique offering.

Achievements

Functional Area *(e.g. Management, Sales, Strategy, Problem-solving)*

* Insert brief description of responsibilities and achievements – context, action and measurable, specific result
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Employment History *(Reverse chronological order)*

|  |  |
| --- | --- |
| Year to present | **Role**Name of companyShort company description |
| Year to Year | **Role**Name of companyShort company description |
| Year to Year | **Role**Name of companyShort company description |

Education and Qualifications

* Graduate degree, University, year
* A Levels (subject and grade)
* GCSE’s – number only (subjects and grades not required)

Professional Memberships

* Name of association
* Name of association

Professional Development / Training Courses

* Insert name of courses or accreditations
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Hobbies and Interests

In my spare time I like to *[insert a short list of hobbies]*

Referees available upon request.