## [Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

# [Full name]

[Job title]

[Email address] | [Phone number] | [City] | [LinkedIn profile URL]

**Skills**
[Skill 1]
[Skill 2]
[Skill 3]
[Skill 4]
[Skill 5]

**Education**
[Qualification]
[School, college or university]
[Year completed]
[Further qualification or training, if any]

**Languages**
[Language 1]
[Language 2]

### Professional Summary

[Professional summary: two or three sentences about your experience, your main strengths and the kind of work you are looking for.]

### Work Experience

**[Most recent job title] | [Employer name] | [Start date] - [End date]**

- [Achievement: something you improved or delivered, with a number or result]
- [Achievement: a responsibility you handled well, with the result]

**[Previous job title] | [Employer name] | [Start date] - [End date]**

- [Achievement: a result you are proud of, with a number if you can]
- [Achievement: a skill you used every day in this role]