[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]
Key skills: [Skill 1] [Skill 2] [Skill 3] [Skill 4] [Skill 5]

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]

Education

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

Certifications and Languages

[Certification 1], [Certification 2] | [Language 1], [Language 2]