[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]

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]

Skills

[Skill 1] ●●●●○
[Skill 2] ●●●●○
[Skill 3] ●●●○○
[Skill 4] ●●●○○
[Skill 5] ●●●●○

Languages

[Language 1] ●●●●○
[Language 2] ●●●○○

Certifications

[Certification 1]
[Certification 2]

References available on request. [LinkedIn profile URL]