[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.]

Skills Matrix

[Skill group 1]	[Skill 1], [Skill 2]	[Skill level 1]
[Skill group 2]	[Skill 3], [Skill 4]	[Skill level 2]
[Skill group 3]	[Skill 5], [Skill 6]	[Skill level 3]

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]