

[Your Name]

[Target job title]

[Email address] · [Mobile number] · [LinkedIn URL] · [Town or city]

PROFILE

[Personal profile: three or four lines on your experience, your strengths and the role you are applying for]

KEY SKILLS

[Skill named in the job advert that you can evidence] · [Second key skill] · [Software or system you use] ·
[Qualification-based skill, if relevant] · [Language and level, if relevant]

WORK EXPERIENCE

[Job Title], [Organisation, Town or city] [Month Year] – Present

- [Achievement with a number you can verify]
- [Responsibility that matches the job advert]
- [Project or programme you contributed to, and its result]

[Previous Job Title], [Previous organisation, Town or city] [Month Year] – [Month Year]

- [Achievement with a number you can verify]
- [Responsibility that matches the job advert]

EDUCATION

[Degree, classification and subject] [Year]

[University, Town or city]

[A levels or equivalent, with subjects] [Year]

[School or college, Town or city]

CERTIFICATIONS

[Professional qualification or training] [Year]

[Awarding body]