



Your Name

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Target Job Title

Your personal profile should be a maximum of four lines. It should give the reader a clear understanding of your suitability for the role and how you stand out from other candidates. Stay away from general platitudes ("hard working", "team player" etc.) and use this section to be different (e.g. "Proven ability to influence safeguarding policy").

Core Expertise: Key Word | Key Word | Key Word | Key Word | Key Word | Key Word | Key Word | Key Word | Key Word | Key Word | Key Word | Key Word | Key Word | Key Word |

Skills and achievements

Key Skill 1

Give a quick 2-line overview of this skill in the same tone as your personal profile (e.g. "Guides executive teams and key stakeholders to adapt to large-scale change processes.")

- Use 2-3 bullet points for achievements that support each key skill. You don't have to be chronological, but you should say which role the achievement is from. For example:
- Consulted with the Marketing Director on a rebranding project for Company C. This enabled the business to increase its product portfolio. Added 13 new lines with the new branding. Increased brand awareness by 45% and revenues by 22% within 12 months.

Key Skill 2

In this section, 3-5 key skills are plenty. These should be the cornerstones of your brand and you should be able to talk them through in detail at interview.

- The important thing is to keep the writing concise (don't waste any words) and to tell the reader how your work made a difference to the business. Numbers are the best proof, but less tangible outcomes such as "Praised by shareholders" or "Won industry awards" are also useful.
- Remember to select key skills which will make you a strong, unique candidate for the role. Your achievements provide the evidence that prove you have that skill.

Key Skill 3

It's OK if your Key Skills section takes up a full page, as long as the skills are relevant to your target role and the achievements provide compelling evidence of your ability. This is your main pitch for the job.

- Numbers aren't always available here. For example, how might you show "Communication skills" with numbers? Consider using the CAR format – Challenge, Actions, Results to write your bullets. For example:
 - Noticed that communication was lacking between teams at Company B, leading to a disjointed user experience. Convened a series of meetings with department heads to map the customer journey and touchpoints. Eradicated complaints about poor communication and increased team efficiency.
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Professional Experience

Company Name	
Job Title	Date from - Present
Company Name	
Job Title	Date from - Present
Company Name	
Job Title	Date from - Present
Company Name	
Job Title	Date from - Present

Education and Qualifications

Degree in Subject
University Name
Degree in Subject
University Name
Training Course
Training Course
Training Course