**NAME SURNAME**

Email address phone number [**Insert LinkedIn**](https://www.linkedin.com/in/markshortall/)

Open with 3 – 4 impact statements to summarise your experience. No more than 3/4 lines in total used to describe why you qualified for the role advertised. The aim is to grab the reader’s attention to continue reading on. Avoid all filler and generic descriptive words – “Highly motivated, dynamic”

**CAREER HISTORY**

**Start Date – Present Company Name**, City

**Job Title**

Insert a line to describe your company if it’s not a known brand. Include your reporting line and size of the office/region/ organisation you support and they key client group. Key achievements:

* Do not list generic responsibilities taken from a job description.
* Be selective and highlight accomplishments to sell your experience.
* Try to quantify your achievements where possible. How have you made a difference?
* Have you improved a process/policy? Rolled out a new system?
* Have you saved money for the organisation? Reduced time to hire? Improved onboarding?
* Have you taken the lead/collaborated on cross functional/global projects?
* Improved engagement/retention? Reduced turnover/absenteeism?
* Led a culture change initiative? Facilitated growth?

**Start Date – End Date Company Name,** City

**Last Job Title** Dates

Second Job Title Dates

First Job Title Dates

* This format is useful for showing progression if you have been promoted.
* Lead with recent key achievements or a summary of standout moments over the duration.
* Don’t just list bullet points summarising all the responsibilities of each role.

**Start Date – End Date Company Name,** City

**Job Title** (Maternity Contract)

Only give detailed achievements for your last 2/3 roles. It’s unlikely that the job you had before this will be relevant so you can just list dates and titles as shown below:

**Start Date – End Date Company Name,** City **Job Title**

**Start Date – End Date Company Name,** City **Job Title**

**EDUCATION & TRAINING**

**MSc, Human Resource Management** - 1.1University of Limerick 2007

**BA (Hons), HR & Accounting** – 2.1 National College of Ireland 2005

Lean Six Sigma – Green Belt Irish Management Institute 2014

Black Belt in Internet Recruiting Social Talent 2015

**PERSONAL INTERESTS**

Only include this section if your interests are genuinely interesting or if you volunteer for charity regularly etc. Do not mention socialising with your friends or going to the gym ☺ This is the last section to impress. Do not close out your CV with generic information.

References take up unnecessary space so there is no need to include these on your CV.

* Go back and edit your CV if you’re struggling to fit everything on 2 pages
* Do your own 5-10 second review. Is everything clear? Could any sections be more concise?
* Send to a friend to proofread.