

## NAME SURNAME

Address

Email address phone number

[Insert LinkedIn shortened Hyperlink](#)

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 1 line to describe your company. Include your reporting line and size of the office/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 on-boarding?
- 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

Insert 1 line to describe your company. Include your reporting line and size of the office/organisation you supported and the key client groups in your most recent role. Key achievements:

- 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:

