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| --- | --- |
|  | [Your Name]  [Address]  [Email]  [Phone] |
| Profile | [A brief statement of who you are, what you have achieved and what you are looking to achieve]  *(Try keeping this section short and to the point. Aim to write between 5 to 7 sentences)* |
| Achievements  *(Keep these relevant to the position you are applying for)* | * [Achievement] – *[Place and position you achieved this]* * [Achievement] – *[Place and position you achieved this]* * [Achievement] – *[Place and position you achieved this]* * [Achievement] – *[Place and position you achieved this]* |
| Skills Summary  *(Keep these relevant to the position you are applying for)* | * [Skill] * [Skill] * [Skill] * [Skill] * [Skill] |
| Employment History  [Month-Year] – [Month-Year]  [Month-Year] – [Month-Year]  [Month-Year] – [Month-Year] | *(Place your most recent experience first followed. Make sure to keep this part detailed, honest and straight to the point. Cover tasks and responsibilities that you had in these roles, ensuring they are relevant to the position you are applying for)*  **[Job Title]**  **[Company Name]**  [Write an optional summary of what your role entailed you to do]  *Responsibilities*   * [Responsibility] * [Responsibility] * [Responsibility] * [Responsibility]   **[Job Title]**  **[Company Name]**  [Write an optional summary of what your role entailed you to do]  *Responsibilities*   * [Responsibility] * [Responsibility] * [Responsibility] * [Responsibility]   **[Job Title]**  **[Company Name]**  [Write an optional summary of what your role entailed you to do]  *Responsibilities*   * [Responsibility] * [Responsibility] * [Responsibility] * [Responsibility] |
| Education  *(Only provide relevant education and courses)* | [Name of Qualification] [Year]  [Name of Institution]  [Name of Qualification] [Year]  [Name of Institution] |
| Professional Referees | Available upon request  *(It is important to be in control of your referees and when they are contacted. By providing the statement above, the Employer/Recruiter are aware that you have referees available when they are required.*  *Do make sure that you notify and prepare your referees about the position you’re applying for and what is involved.)* |