**[Your Name]**

[Address] | [Email] | [Phone]

**Career Overview**

[Write an overview of your career including what roles you have been in, achievements and what you are looking for]

*(Try keeping this section short and to the point. Aim to write between 5 to 7 sentences)*

**Skills Summary**

*(Keep these relevant to the position you are applying for)*

**Skill Tool (if applicable)**

[Skill] [Tool]

[Skill] [Tool]

[Skill] [Tool]

**Education**

*(Only provide relevant education and courses)*

[Year] – [Name of Institution where Qualification obtained]

[Name of Qualification]

[Year] – [Name of Institution where Qualification obtained]

[Name of Qualification]

[Year] – [Name of Institution where Qualification obtained]

[Name of Qualification]

**Achievements**

*(Keep these relevant to the position you are applying for)*

* [Achievement]
* [Achievement]
* [Achievement]
* [Achievement]

**Professional Experience**

*(Place your most recent experience first. 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)*

**[Date] – [Date] [Job Title]**

**[Company Name]**

*[Write a few sentences about the company]*

**Responsibilities**

* [Responsibility]
* [Responsibility]
* [Responsibility]
* [Responsibility]

**[Date] – [Date] [Job Title]**

**[Company Name]**

*[Write a few sentences about the company]*

**Responsibilities**

* [Responsibility]
* [Responsibility]
* [Responsibility]
* [Responsibility]

**[Date] – [Date] [Job Title]**

**[Company Name]**

*[Write a few sentences about the company]*

**Responsibilities**

* [Responsibility]
* [Responsibility]
* [Responsibility]
* [Responsibility]

**Hobbies and Interests**

*(Make sure the hobbies and interests you include are appropriate)*

[Include your Hobbies and Interests here]

**Referees**

Available on 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.)*