***YOUR NAME***

**Address | Phone number | Email address | LinkedIn profile**

Provide a short personal statement to introduce yourself and summarise and highlight what you can offer to the prospective employer. Draw attention to the most important things you have accomplished to hook the reader and make you stand out from the competition. This should be tailored to each job you apply for and brief.

***RELEVANT EXPERIENCE***

**Position you worked in most recently***Company name | Years of employment*  
Short description of your key responsibilities/projects and what you gained from the role to showcase your suitability to the reader. This should be tailored specifically to the job description and show how you overcame challenges during this role.

**Previous position**  
*Company name | Years of employment*  
Short description of your key responsibilities/projects and what you gained from the role to showcase your suitability to the reader. This should be tailored specifically to the job description and show how you overcame challenges during this role.

***EDUCATION***

**Degree/qualification most recently gained**  
*School | Years of study*  
Short description of the relevant training, what you gained from the taking the course and what knowledge you could bring to the organisation as a result.

**Previous degree/qualification**  
*School | Years of study*  
Short description of the relevant training, what you gained from the taking the course and what knowledge you could bring to the organisation as a result.

***SKILLS***

* **Skills you possess** (bullet point no more than eight skills. Wherever possible, you should use the same adjectives as listed within the job advertisement)

***AWARDS & ACHIEVEMENTS***

**Award you’ve gained**  
*Awarding body | Year obtained*Short description to highlight where you have gone above and beyond achieve this.

**List your references or state ‘references available upon request’ to disclose later**