Name

Address

Phone Number

Email Address

**Career Profile**

This should not be in either 1st or 3rd person - ideally there should be no person used. State profession & length of experience e.g. ‘HR professional with a passion for Learning and Development, currently studying Level 5 CIPD.’ Include other qualifications, specialist areas of knowledge and relevant training. Add what you’re looking for or roles you’re open to discussing e.g. “Looking for full time learning and development opportunities in fun, innovative and driven companies.” Ideally, this section should only be a few sentences.

**Skills & Experience**

* You need to identify your strengths, achievements and skills and list these here.
* Ideally, this list should fill as much of this page as possible.
* [The layout should be] State skill: provide example or experience demonstrating skill
* [E.G.] Flexibility: Managing multiple tasks and requirements concurrently
* Attention to Detail: Designing excellent materials, allowing ease of learning transfer
* Trustworthy: Dealing with sensitive, personal information & confidential files
* Customer Service: understanding and empathising in a wide variety of customer focused roles
* Delivery: achievement of objectives in all training delivery, whether face to face, online or written methodology
* Organisation: coordination of face to face sessions
* Etc.

**Work Experience – START WITH THE MOST RECENT AND WORK BACKWARDS**

ROLE COMPANY YEAR DATES

Summary of role and company

Responsibilities:

Explain key responsibilities that are relevant

ETC. Anywhere that you can include results, figures, percentages will be advantageous.

**Qualifications & Education – START WITH THE MOST RECENT AND WORK BACKWARDS**

AWARD AWARDING BODY YEAR DATES

1 sentence explanation

**Additional Information**