



Full Name

Email | Contact number | LinkedIn Profile

Summary

Describe what you do and provide a summary of your experience.

E.g. Project Manager with over 10 years' experience working within Finance, Telecommunication and Government sectors.

Describe or list your key strengths

E.g. Key Skills include:

- Key strength described in a way that is unique to you
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Summarise the work that sparks joy!

E.g. Passionate about / Interested in / driven by...

Career history

Company Name

Overview of company

Role Title, Month YYYY – Month YYYY

Overview of role in 1 to 2 lines

Key responsibilities

- Insert key responsibilities

Achievements

- Insert 2 to 3 key achievements

Reminder: Does this align with your Summary?

Education

Course or qualification from **Institution Name**

Course or qualification from **Institution Name**

Reminder: Have you highlighted Qualifications, Training and Further Development activities that support your Summary?