

## **NAME**

**Address**

**Mobile**

**E-mail**

**LinkedIn:**

### **PERSONAL PROFILE**

This should be no more than a paragraph i.e. 5 lines and relevant to the role you are applying. This may mean that you have to change your profile for each role you apply for and whilst this may seem a tedious task it can only add to your success. Ensure that your profile is interesting otherwise you run the risk of boring the reader who is then unlikely to read any further. Include any key words that appear in the job spec or advert, countries and blue chip companies that you have worked, language skills and any industry specific experience and skills that you have.

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### **KEY ACHIEVEMENTS**

This is your opportunity to stand out from your competition and impress the reader. You do not need to tell the whole story but instead tell little snippets to grab the reader's attention. Include a range of achievements. Your key achievements help the reader to identify your transferable skills and you can also include extracurricular activities if you feel it appropriate. Achievements should:

- Contain a number, the bigger the better as it needs to be significant in order to make memorable.
  - Method or tools used for success (How you did it).
  - No more than 2 lines for each achievement.
  - Try to include between 5 – 7 achievements.
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### **CAREER HISTORY**

**Date to date**

**Current Employer**

**Job Title**

- Your CV should be no more than 2 pages and therefore it's not necessary to list every point in your job description (current or past) If the interviewer is keen to find out more about a specific role then they will ask you during an interview.

**Date to date**

**Previous Employer**

## **Job Title**

- Ensure that each point you make is optimising your skills and experience.

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## **EDUCATION AND PROFESSIONAL QUALIFICATIONS**

**Dates**

**Institution attended**

Qualifications gained

**Dates**

**School / University attended**

Qualifications gained

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