**Full name**

**Email address**

**Phone number(s)**

**Address**

Professional profile

*Add an introduction to your CV, this should be two or three lines or a short paragraph summarising your personality, best attributes, professional experiences, your career goals and future ambitions. You don’t need to go into the specifics of your employment history at this stage as this will be detailed below.*

Key Achievements

* *List some key achievements from the duration of your career.*
* *Saved company A, £500k through X initiative.*
* *Managed company B through ISO9001 audit & accreditation.*

Career summary

**mmm yyyy - Present Company Name, Location**

**Job Title**

Overview view of your role

*Here is where you would give a snapshot of your position and technical expertise within this role, again two or three lines is going to be sufficient as you have space below to list your achievements.*

Key responsibilities / achievements

* *List specifics of your key responsibilities and accomplishments.*
* *Use facts, figures and percentages – don’t be vague or use rounded numbers as an estimate.*
* *How much money did you save your employer?*
* *By how much did you exceed targets you were set?*
* *What were you really proud of during your tenure?*

**Mmm yyyy – mmm yyyy Company Name, Location**

**Role Title**

Overview view of your role

*Here is where you would give a snapshot of your position and technical expertise within this role, again two or three lines is going to be sufficient as you have space below to list your achievements.*

Key responsibilities / achievements

* *List specifics of your key responsibilities and accomplishments.*
* *Use facts, figures and percentages – don’t be vague or use rounded numbers as an estimate.*
* *How much money did you save your employer?*
* *By how much did you exceed targets you were set?*
* *What were you really proud of during your tenure?*

**Mmm yyyy – mmm yyyy Company Name, Location**

**Role Title**

Overview view of your role

*Here is where you would give a snapshot of your position and technical expertise within this role, again two or three lines is going to be sufficient as you have space below to list your achievements.*

Key responsibilities / achievements

* *List specifics of your key responsibilities and accomplishments.*
* *Use facts, figures and percentages – don’t be vague or use rounded numbers as an estimate.*
* *How much money did you save your employer?*
* *By how much did you exceed targets you were set?*
* *What were you really proud of during your tenure?*

(If you have had a lot of roles then you can list them in the same way as below)

**Mmm yyyy – mmm yyyy Company Name, Location**

**Role Title**

**Mmm yyyy – mmm yyyy Company Name, Location**

**Role Title**

**Mmm yyyy – mmm yyyy Company Name, Location**

**Role Title**

**Mmm yyyy – mmm yyyy Company Name, Location**

**Role Title**

Qualifications & Development

* **Qualification, grade**
* **Qualification, grade**
* **Qualification, grade**

References available on request