Your Name

Current job title | Phone number | Email

# Personal Statement

*2/3 sentences that show you are a good fit for the role you are applying for.*

# Work Experience

## Job Title 1, Company Name **Dates From – To**

* Include a brief summary of your responsibilities and most impressive achievements

## Job Title 2, Company Name **Dates From – To**

* Include a brief summary of your responsibilities and most impressive achievements

## Job Title 3, Company Name **Dates From – To**

* Include a brief summary of your responsibilities and most impressive achievements

# Education (include any relevant degress or courses)

## School Name – Degree

## Course Provider – Course name

# Skills

*Add examples of soft skills & technical skills that you have – focus on skills that are listed on the job description you’re applying for. For example:*

**Communication**

Effective communicator – experience delivering monthly presentations to leadership team and Group wide training sessions.

**Leadership**

2 years’ experience as a manager leading successful teams and surpassing KPIS on a quarterly basis

# SYstems & Awards

*If you have won any relevant awards list them here. You should also list any applicable systems you’re efficient in. For example:*

* Photoshop
* Salesforce
* Social Media (organic & paid) – Facebook, Twitter, Instagram, LinkedIn & Youtube
* High level of proficiency in Excel, Word, Powerpoint