**PERSONAL DETAILS**

Name

Contact number

Email

LinkedIn profile link / portfolio link (if applicable)

**PROFILE SUMMARY**

Your profile summary needs to outline your key selling points in 3-5 sentences. Include your experience, qualifications, skills, industry knowledge, or relevant transferable skills. Ultimately, you want to describe what you can offer the company and set yourself apart from the competition.

*Your education, work experience, and skills section can follow any order in a combination CV after your profile summary. However, we would recommend beginning with your strongest sections.*

**PROFESSIONAL EXPERIENCE**

Include your most recent employment history first. Use your work experience to demonstrate your transferrable skills and highlight the stand-out achievements within each role. Use [action verbs](https://www.betterteam.com/action-verbs-for-resumes#responsible-for-action-verbs) like ‘managed’, ‘organised’, and ‘liaised’ to describe how you fulfilled your responsibilities.

**Job title**

Company name  
Date of employment to current employment date (month / year)

Brief outline of key duties  
Bulleted list of top achievements strengthened with facts, statistics, and percentages.

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Bulleted list of top achievements strengthened with facts, statistics, and percentages.

**EDUCATION**

For this section, you can choose to include your most recent or most relevant qualifications first.

***Graduate layout:*** *If you are a graduate or just starting in your career, we recommend listing your highest qualification first – note the institution name, year attended, and qualification earned. Include a brief overview of your degree, mentioning relevant modules to solidify your specialist knowledge.*

**SKILLS**

Focus on both technical and soft skills in this section. Cross-reference the keywords used within the job description by the hiring manager and weave them into your bullet points. We advise two bullet points for each skill.

**Top skill, e.g., Programming**

For example, you led the development of a company programming project.

**Top skill, e.g., Leadership**

For example, you managed back-end engineers and monitored their progress.

**Top skill, e.g., Customer service**

For example, you dealt with customer queries efficiently and effectively by maintaining a calm and friendly manner.

**AWARDS AND ACHIEVEMENTS**

In this section, include any awards received that are relevant to the job role and achievements that demonstrate a well-rounded skillset. They can be extra-curricular or work-based achievements, but it is always good to include both whilst linking them back to the job description.