**PERSONAL DETAILS**

Name

Contact number

Email

LinkedIn profile link / portfolio link (if applicable)

**PROFILE SUMMARY**

Lead with the transferable skills and attributes you can offer the company you’re applying to work at, i.e., problem solving, teamwork, and communication. Remember, the introduction should be a top-level overview as you will list your skills in more detail below. You may also want to outline your career goals if they are relevant to the role you are applying for.

**SKILLS**

Your skills are going to form the main body of your CV. Provide 3-6 skills, including skills relevant to any role and technical skills specific to the role you're applying. Align your skills with the job description to meet the selection criteria.

Underneath each skill, provide real-life examples of when you have used and developed this skill, including the positive impact this had within the situation. Examples can be in bullet point format (we recommend no more than two points) and could include: extra-curricular activities, volunteering experience, paid employment, internships, or relevant training.

**List your main skill, e.g., Programming**

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

**List your main skill, e.g., Leadership**

For example, you were responsible for managing groups of back-end engineers and monitoring their progress.

**List main skill, e.g., Customer service**

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

**PROFESSIONAL EXPERIENCE**

This CV style is skill-based, so your professional experience and education should remain brief and form the second part. Include your latest or most relevant experience first. Three roles should be the maximum amount of experience you include.

**Job title 1**

Company name

Year of employment

1-2 sentences outlining responsibilities

**Job title 2**

Company name

Year of employment

1-2 sentences outlining responsibilities

**Job title 3**

Company name

Year of employment

1-2 sentences outlining responsibilities

**EDUCATION**

List the higher-level qualifications first - note the institution name, year attended, and qualification earned.

Qualification received

Institution name (years attended)

Qualification received

Institution name (years attended)

Qualification received

Institution name (years attended)