**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 years of experience, qualifications, skills, and industry knowledge. Ultimately, you want to describe what you can offer the company and set yourself apart from the competition. Keep in mind the demands of the job description, for example, competency with relevant tools and software.

**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.

Separate your professional experience with subheadings and include responsibilities and achievements in the form of bullet points. Try to detail at least one achievement for each role. Ensure your most recent position is the most detailed, and your employment history spans no more than three roles.

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

**EDUCATION**

Type of qualification

Institution name (year (s) of education)

Type of qualification

Institution name (year (s) of education)

Type of qualification

Institution name (year (s) of education)

**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.