Name

**CONTACT**: XXXXXXXXXX

**EMAIL**: [XXX@YYY.com](mailto:XXX@YYY.com)

**Personal Objective**

Your personal statement is perhaps the single most important part of you CV. Its aim is to highlight your professional attributes and goals, summarising why someone should consider your application. Keep it short. Not more than 2 lines.

**Experience Summary**

|  |  |
| --- | --- |
| **Date Range** | **Role, Company City, Country** Key Achievements:  * Provide a list of the key achievements you have made in your job * Try to show evidence such as percentage increases or financial figures   Key Skills Gained:   * Show that you have the relevant knowledge required to succeed * Include computer software you have used during this period |
| **Date Range** | **Role, Company City, Country** Key Achievements:  * Provide a list of the key achievements you have made in your job * Try to show evidence such as percentage increases or financial figures   Key Skills Gained:   * Show that you have the relevant knowledge required to succeed * Include computer software you have used during this period |

**Educational qualifications**

|  |  |
| --- | --- |
| **Date Range** | **Post Graduate University City, Country**   * Programme or Course details * 1 or 2 Key Roles and achievements |
| **Date Range** | **Undergraduate University City, Country**   * Programme or Course Details * 1 or 2 Key Roles and achievements |

**Personal Interests**

Outside interests enable a potential employer to gain an understanding to what motivates you, what personal skills you may have and how you will integrate into the team.

Look at how job advertisements stipulate certain personality traits required for positions. Identify what they are and show how your hobbies can relate to their requirements.

You can talk about extra-curricular achievements

**References**

References are available on request.

A standard resume is only one page long. Keep it simple and use it as a tool to initiate conversations.