**(Provide your full name here)****email@email.com****Cellphone number
Linkedin.com/in/name/**

### **Career Summary or Professional Profile**

Write a paragraph highlighting your whole career/professional profile. Emphasise the experience, skills and achievements that are most relevant to the job you want, and what you have to offer. Use active language and insert keywords that emphasise your competencies.

### **Key Skills and Knowledge**

This is the area where you describe the skills that you have gained through your previous work experiences. List at least three skills in bullet-point form. Always highlight your best abilities first. For example:

* Leadership
* Communication and networking
* And so on …

### **Key Achievements**

Here, you’ll outline examples of your achievements – what you did, where and when it happened. List at least three achievements in bullet-point form. For example:

* Elected as a Projects Manager at [company’s name], March 2017, which entailed activity and resource planning, developing budgets and monitoring progress.
* And so on …
* And so on …

### **Employment History**

### List your previous places of work, the positions you filled and the duties they entailed, and the duration [month/year to month/year] in the following table:

| For example: Techno Inc. | Project Manager | June 2015 - June 2017 |
| --- | --- | --- |
| [Company/Business] | [Position] | [Duration of work] |
| [Company/Business] | [Position] | [Duration of work] |

### **Qualifications**

Specify any Degree or certificates you gained, the name of the university or institution you attended, and the duration of the course (month/year to month/year). For example:

* Bachelor of Science - Techno University - (February/2013 to November/2017)
* And so on …

**References available on request.**