## Forename Surname | Professional Title

Location: xxxxxxx Telephone: xxxxxxxxxxxx Email: xxxxxxxxxxxxxx

## Professional profile

Add a punchy one or two-line sentence that gives an overview of your skills and experience that are most relevant to your new career choice.

Here, expand upon the above with a more detailed summary of relevant abilities that will appeal to your new target employers. This should include any new courses or qualifications you have picked up, along with any voluntary or part-time experience you have gained in your new sector. Try not to include too much information on your current/old industry as it will not be relevant in this instance.

### Career summary

(**Tip:** Be selective with the first role you include here – you don't necessarily have to lead with your current/most-recent role if it isn't relevant to your new sector. If you have undertaken some part-time/voluntary work, or even a work placement from a course in your new chosen field, lead with that instead.)

# mmm yyyy – Present Company Name, Location Role Title

### Outline

Give a high-level overview of the role to show how you fit into the organisation and what the overall goal of your role is. 1-3 lines should be enough.

### Key responsibilities

- Detail your responsibilities and showcase as much of your skills and knowledge as possible
- Use professional language and show how your duties impact the business where possible
- Give lots of detail in recent roles and less in old roles as you go down the CV

- Key achievements/projects
  - If possible, try to add some impressive achievements you've made that have had a big impact on the employer or a customer/client
  - Use numbers to quantify these achievements if you can (e.g. sold 100 units in 1 month)

# Mmm yyyy – mmm yyyy Company Name, Location Role Title

### Outline

Give a high-level overview of the role to show how you fit into the organisation and what the overall goal of your role is. 1-3 lines should be enough.

### Key responsibilities

- Detail all of your responsibilities and showcase as much of your skills and knowledge as possible
- Use professional language and show how your duties impact the business where possible

- Give lots of detail in recent roles and less in old roles as you go down the CV

### Key achievements/projects

• If possible, try to add some impressive achievements you've made that have had a big impact on the employer or a customer/client

Mmm yyyy – mmm yyyy Company Name, Location

**Role Title** 

Outline

As you progress down the CV to older roles, it's best to summarise the roles in 1-3 lines.

Mmm yyyy – mmm yyyy Company Name, Location

**Role Title** 

Outline

As you progress down the CV to older roles, it's best to summarise the roles in 1-3 lines.

(If you have lots of really old roles then you can just list them like below)

Mmm yyyy – mmm yyyy Company Name, Location

**Role Title** 

Mmm yyyy – mmm yyyy Company Name, Location

**Role Title** 

Mmm yyyy – mmm yyyy Company Name, Location

**Role Title** 

Mmm yyyy – mmm yyyy Company Name, Location

**Role Title** 

# **Education and qualifications**

- Qualification, grade Institution Year
- Qualification, grade Institution Year
- Qualification, grade Institution Year

# References available on request