

- 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 old roles, it's best to summarise the roles in 1-3 lines.

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

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Role Title**

Education & qualifications

- **Qualification, grade** – Institution – Year
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References available on request