# [Your Name]

**Phone:** [Insert phone number here] | **Email:** [Insert email address here]

[Insert personal summary text here. This short summary will give employers a brief idea about your professional background, your career aspirations and your relevant skills. Keep it short – no more than two or three sentences long. Bullets are fine. For added impact you can tailor it more specifically to each role you apply for]

## Key skills & competencies *[This is an optional section]*

*[Many employers will filter CVs for keywords that are relevant to the job description e.g. software engineering, complaints handling, data analysis etc so it’s important that you list these here if they aren’t listed in your personal summary above or in your experience below]*

* [Skill/competency 1]
* [Skill/competency 2]
* [Skill/competency 3]
* [Skill/competency 4]
* [Skill/competency 5]

## Work experience

*[Always include your most recent experience first. You can add additional sections but there’s no need to include any work experience that dates back further than 10-15 years, unless it’s very significant/relevant to the role you are applying for. In order to keep your CV on two pages, if you have lots of experience at different companies then try to combine multiple roles at the same company under the same section, or try reducing the number of bullets you use to describe the roles - particularly for those that are less recent or relevant]*

**[Job title] - [Company name]**

[Year] - [Year]

* [Key responsibility/achievement 1]
* [Key responsibility/achievement 2]
* [Key responsibility/achievement 3]
* [Key responsibility/achievement 4] *[Optional*]
* [Key responsibility/achievement 5] *[Optional*]

**[Job title] - [Company name]**

[Year] - [Year]

* [Key responsibility/achievement 1]
* [Key responsibility/achievement 2]
* [Key responsibility/achievement 3]

**[Job title] - [Company name]**

[Year] - [Year]

* [Key responsibility/achievement 1]
* [Key responsibility/achievement 2]
* [Key responsibility/achievement 3]

**[Job title] - [Company name]**

[Year] - [Year]

* [Key responsibility/achievement 1]
* [Key responsibility/achievement 2]
* [Key responsibility/achievement 3]

## Education & Qualifications

*[Always include your most recent qualifications first. For ‘O’ levels, don’t list separately - combine onto one line e.g. 5 O’levels at A-C)]*

**[Qualification name], [Grade or result], [Institution]**

**[Qualification name], [Grade or result], [Institution]**

## Hobbies and Interests

[Insert hobbies and interests text here. This is the part of your CV where you can give employers a bit of insight into what you’re like as a person i.e. what are you passionate about? What do you enjoy doing in your spare time?]

## References

Available upon request.