**Full Name**

Location/Address • Mobile Phone Number • Email Address • LinkedIn Profile URL (Optional)

**Profile**:

A concise and impactful summary (3-4 sentences) highlighting your senior management experience and key achievements. Mention your areas of expertise and leadership qualities.

Briefly showcase your career goals and how they align with the position you're applying for

**Education & Professional Qualifications (Skills)**

* List your highest level of education, awarding institution, and year of graduation.
* Include any **professional qualifications** relevant to your field (e.g., industry certifications, leadership programs).
* For each qualification, mention the **key skills** you developed (e.g., financial management, strategic planning, team leadership).
* Dedicate a separate section to highlight your transferable skills and domain expertise.

**Experience**

* This is the core section for senior managers.
* List your employment history in reverse chronological order, starting with your most recent position.
* For each position:
* Job Title & Company Name: Include dates of employment.
* Key Responsibilities: Utilise bullet points to detail your key leadership and management responsibilities. Focus on quantifiable achievements like revenue growth, cost reduction, or improved team performance.
* Management Scope: Briefly mention the size and structure of the team you led.
* Examples: Provide specific examples of projects you led or challenges you overcame, showcasing your skills in action.

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**Position / Company Name / Location**

List your key responsibilities, key skills (eg: specific systems you used, etc.) and achievements using bullet points.

**Interests / Hobbies (optional)**

Mention your interests and hobbies if they showcase relevant personal qualities like leadership, creativity, or perseverance.

**References**

Available Upon Request can be mentioned here.It's best to obtain permission from your references before listing them on your CV.