Full Name

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

**Profile**:

# A concise and impactful summary (3-4 sentences) highlighting your key skills and career goals.

# Mention relevant achievements from your work experience that demonstrate your skills in action.

# Tailor this section to the specific job you're applying for.

# Education & Professional Qualifications (Skills)

# Start with your most recent qualification.

# List the name of the qualification, awarding institution, and graduation year.

# Include any relevant professional qualifications earned outside of academic studies with details like awarding body and date of achievement.

* Dedicate a separate section to highlight your key skills and expertise.
* Briefly mention any relevant technical skills or industry-specific certifications obtained through courses or training.

# Experience

* List your employment history in reverse chronological order, starting with your most recent position.
* Dates of Employment, Job Title, Company Name, Location
* List your key responsibilities, key skills (eg: specific systems you used, etc.) and achievements using bullet points.
* Quantify your achievements whenever possible using data or metrics (e.g., "Increased sales by 15%").
* Focus on action verbs that demonstrate your skills in action (e.g., "Developed", "Managed", "Implemented", "Led").
* Explain any gaps in employment.

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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.