

NAME SURNAME

Location | Emailaddress@emailaddress.com | Mobile – 0771234 5678

Career Summary

Use this to create an overview of who you are and bullet point key achievements.

Hack here, is use this section to reflect your relevance to the job advert.

- Use bullet points to highlight relevance.
- This is the 5-8 seconds that the reader will judge you on, and then to read on.

Experience

Engineering Manager

Company Name, Location *2015 - date*

What does this company do? What did you do in this company. And then below what you achieved.

Use this section to again, repeat what you have said above – but go into more detail – defining your skills are relevant for that role.

Key achievements:

- Make sure key achievements really show case your abilities.
- If you feel you don't have key achievements in that role, that list achievements in the role that advanced your career.
- If you are in sales – put your figures here!

Qualifications

Engineering Degree (2.1)

Bristol University *2011-2014*

What was the degree? Lead with the highest qualification and work backwards. Try to make this section a page on its own.

- Use bullet points in your qualifications to highlight key things that you have used/learned later on in life.

Skills (Try to make them real skills)

- Great interpersonal communication
- Excellent writing ability – examples available on request
- Analytical knowledge
- Highly creative
- Proven ability to lead a team
- CMS experience
- Content marketing – ability to conceptualise and execute effective campaigns

Hobbies & interests

- Rugby
- Mountain Biking
- Spending time with family.

References & availability

Pop in here if you have permission – your References, and any information that you need to tell the future employer about your availability –

- 1-month notice
- Holiday September 18th for 2 weeks.
- 1 week notice for interview