

# [Full Name]

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[Full Address]

Mobile: [Mobile Number]

E-Mail: [email]

## **Professional Summary**

[Summarise, key accomplishments and skills, relating to the role you are applying for. Whilst showing enthusiasm for relevant roles and employers]

## **Employment History** (*put your most recent job at the top*)

### **[Month Year] – Current – [Employer]**

(*Put as much or as little description of your duties etc. as you feel helps your application for the role. Focus on the jobs that will demonstrate the most relevant transferable skills or relatable experience.*)

[Job Title]

- [Description of duties/achievements emphasizing key skills and experience]
- e.g. I dealt with and resolved customer queries and problems efficiently, providing a high-quality service for customers and dealing with the conflicts that some customers presented, making sure that all parties were satisfied.

(*Review the job description of the role and ensure you show the skills that they are looking for – if possible*)

### **[Month Year] – [Month Year] – [Employer]**

[Job Title]

- [Description of duties/achievements emphasizing skills and experience]
- [Description of duties/achievements emphasizing skills and experience]
- [Description of duties/achievements emphasizing skills and experience]
- [Description of duties/achievements emphasizing skills and experience]

### **[Month Year] – [Month Year] – [Employer]**

[Job Title]

- [Description of duties/achievements emphasizing skills and experience]
- [Description of duties/achievements emphasizing skills and experience]
- [Description of duties/achievements emphasizing skills and experience]
- [Description of duties/achievements emphasizing skills and experience]

## **Education**

**[Month Year] – [Month Year] – [Qualification Level] [Qualification Subject] with [Grade], at [University/ Collage/ School, Location]**

e.g.

**September 2009 - July 2012 – BSc Management at Bristol Business School, University of the West of England**

**3<sup>rd</sup> Year Modules:** [Module Names (Module Score)],

**2<sup>nd</sup> Year Modules:** [Module Names (Module Score)],

**1<sup>st</sup> Year Modules:** [Module Names (Module Score)],

**[Year] – [Year] – [School Name], [Location]**

A-Levels – [Subject (Grade)], [Subject (Grade)], [Subject (Grade)]

GCSE – [X amount] e.g. 10 GCSE's [Grade ranges] e.g.. A-C including [Key subjects]

**Hobbies and interests**

- [Activities and interests that further display the skills and experience you have]
- e.g. Volunteer with Working With Cancer since July 2018, a social enterprise supporting those affected by cancer. Provided free HR and recruitment advice on a one-to-one basis to individuals. Worked directly with the Director and Partners to revamp and improve the website.

**References Available on Request**