**Forename Surname**

**CONTACT DETAILS:**

* Address
* Contact number
* E-mail address
* Nationality
* Visa

**PROFILE:**

Example: A motivated individual with business consulting, corporate finance, audit, team leadership and change management experience who is able to deliver multiple projects on time and within budget.

Highly developed analytical and problem solving abilities combined with excellent communication and advisory skills that are deployed to engage key stakeholders in facilitating required strategy, people, process or structure change.

**EDUCATION & QUALIFICATIONS:**

**Professional Qualification e.g ACA / CIMA**

Date qualified (1st time passes?)

**Name of University**

**Degree obtained**

Dates attended

**Name of School / College**

**Subjects studied and results obtained**

Dates attended

**CAREER HISTORY:** (Begin with the most recent)

**Company Name**

**Job Title**

**Month & Year – Present**

Brief description of company, turnover and industry

Achievements / highlights:

* Section to describe what you achieved above and beyond your core responsibilities. A strong CV demonstrates what value you have added – without mention of achievements a resume can appear one-dimensional and lacks that sense of who you are and what you are capable of.
* Conversely a resume that talks only of achievements could benefit from stating the core remit of the role so there is a greater appreciation of the structure of the position and context.

Duties and responsibilities:

* Ensure that you provide a handful of succinct and clearly defined bullet points to explain the remit of your role/s
* Where your role influenced business decisions, direction etc
* Leadership capabilities

**Company Name**

**Job Title**

**Month & Year – Present**

Brief description of company, turnover and industry

Achievements / highlights:

* As above

Duties and responsibilities:

* As above

**INTERESTS:**

**OTHER INFORMATION:**

**REFERENCES:**