## Name

## CONTACT DETAILS (ADDRESS, TELEPHONE AND E-MAIL)

## **Personal Profile**

Keep this brief and direct to the role applied for.

## **Employment History**

## Ascending chronological order, include dates and job title

Account for any gaps in employment

## **Example-**

## **MatchMedics: Recruitment Consultant** (Jan 2019 – Present)

* Brief summary

## **Qualifications**

## Ascending chronological order, include dates and full qualification title

## **Key Achievements**

## Highlight key achievement especially those relevant to the job

## **Interests**

## **References**

Include at least 2 or if not write ‘Available upon request’