Name Surname

M:xxx | E:xxx|Town |L: Linkedin link

One line about what you are doing now or what you want

**PROFESSIONAL TRAINING: (start with most recent first)**

Qualification | Grade | Name of provider Date

Include

Inkdf

**PROFESSIONAL MEMBERSHIPS:**

Name of institution | Membership status Current to date/year

InInclue

Inkdf

**EDUCATION: (start with most recent first)**

Qualification | Grade | Name of provider Date

Include

Inkdf

**CAREER HISTORY (start with most recent first)**

Provide a sentence to introduce an employer saying who they are, what product or service they provide, size of company.

Job title | Employer | Location Date

**CAREER ACHIEVEMENTS:**

Include any employer awards/recognition and any noteworthy achievements in your work history.

**KEY SKILLS:**

List your key skills and tailor them to each position you are applying for.

**HOBBIES AND INTERESTS**

This section is optional. Try and choose hobbies and interests that showcase your personal qualities and complement the role you are applying for.

**PERSONAL PROFILE:**

Start will telling the recruiter what you do, who for and the type of organisation/business. Talk about your strengths, your reputation and why you are great candidate.

Talk about what you enjoy and why and what your objective for the future is.