# **Your name** **M:** 07777777777 **E:** your@email.com

### 

4 - 6 sentences

1. Your character - statement
2. Your experience
3. Where you got your experience
4. Referencing the job and organisation - the role of X at X is a good fit where I can express my X,Y,Z

50 - 75 Words

Example profile

Creative problem solver with a passion for improving healthcare and patient outcomes. Experienced Business Admin professional with over 3 years experience in patient focused roles using system services design to improve service delivery. Graduate of Business Management from the University of Make Believe, holding a 1st Class Honours. Currently seeking a role where I can build upon my business development and project management skills and continue to build my professional profile in the Make Believe sector.

### 

### Key skills and experience

* List skills and provide evidence using bullet points

You need to do this for up to 8 skills

* Action Verb - Skill (always their JD) - example
* Developed a significant understanding of leadership through my degree and demonstrated while at X,Y,Z
* Significant understanding of C++ developed whilst at X
* Demonstrated strong **public speaking** skills as a Stakeholder Engagement Manager at [Company], delivering over 100 hours of speeches, media appearances, and interviews on podcasts and local news channels.

Demonstrated excellent leadership skills, specifically while as a student representative advocating on behalf of students for change and a better student environment.

During my internship at (X), I worked with clients on a brief to x,y, and z. This experience taught me how to x,y and z

## Employment / voluntary experience

**Name of company Dec 2021 - Jan 22**

**Role**

Short description of work (2 lines)

**Key skills developed:**

* Action Verb - Skill - example
* Action Verb - Skill - example

**Name of company December 2021**

**Role**

Responsible for handling customer relationships

**Key skills developed:**

* Action Verb - Skill - example
* Action Verb - Skill - example

**Name of company December 2021**

**Role**

Short description of work

**Key skills developed:**

* Action Verb - Skill - example
* Action Verb - Skill - example

**Name of company December 2021**

**Role**

Short description of work

**Key skills developed:**

* Action Verb - Skill - example
* Action Verb - Skill - example

**Education and training**

Qualification High School August 20\*\* - Present

**Referees**

Available upon request