**First Name Surname**

[Your Address]

[Your Phone Number]

[Your Email Address]

[LinkedIn Profile, Personal Website or Portfolio] (Optional)

[Write a brief statement (1-2 sentences) about your career goals and what you aim to achieve in your next position. Tailor this to the job you are applying for.]

| **Career History** | | | |
| --- | --- | --- | --- |
| Your employment history provides a detailed account of your work experience. List your roles in reverse chronological order, including job titles, company names, locations, and dates of employment. Focus on your key responsibilities and achievements in each role.  [Job Title]  [Company Name], [City]  [Month, Year] – [Month, Year]   * [Brief description of responsibilities and key achievements] * [Quantify achievements with numbers where possible (e.g., "Increased sales by 20%")] * [Highlight skills and technologies used]   [Job Title]  [Company Name], [City]  [Month, Year] – [Month, Year]   * [Brief description of responsibilities and key achievements] * [Quantify achievements with numbers where possible (e.g., "Increased sales by 20%")] * [Highlight skills and technologies used] | | | |

| **Key Skills** | | | |
| --- | --- | --- | --- |
| * Technical Skills: [List relevant technical skills, software, or tools] * Languages: [List any languages spoken and proficiency level] * Other Skills: [Include soft skills, certifications, or other relevant skills] | | | |

| **Qualifications, Training & Certifications** | | | |
| --- | --- | --- | --- |
| [Qualification Earned]  [Institution Name], [City]  [Month, Year] – [Month, Year]  [Grade]  Briefly explain the qualification or certificate. How is it relevant to the job you are applying to? What did you learn that makes you a great fit candidate for the role? | | | |

**References**

Available upon request.