

Full Name

Email, Contact Number, LinkedInLink
Location

Professional Summary:

2-3 concise sentences summarising your career background, expertise, and career goals. Emphasise relevant industry experience, key skills, and the value you bring to a potential employer.

Experience:

[Job Title]

[Company Name] – [Location] | [Start Date – End Date]

Key Responsibilities:

[Action verb] + [What you did] + [How you did it].

[Demonstrate impact with numbers/percentages, if possible].

Achievements:

[Describe a key achievement or project and its impact].

[Include measurable outcomes like "Increased sales by 30%" or "Improved efficiency by 20%"].

[Job Title]

[Previous Company Name] – [Location] | [Start Date – End Date]

Key Responsibilities:

[Action verb] + [Task description].

[Emphasise impact and results].

Achievements:

[Describe any relevant awards, recognitions, or successful projects].

Continue listing other relevant positions in reverse chronological order.

Education:

[Degree Name]

[University Name], [Location] | [Graduation Date]

- Relevant modules: [Optional – List modules related to your field].
- Awards/recognitions: [Optional – Mention any academic honours or distinctions].

Skills:

- [Skill 1 – Include relevant software, tools, or technical skills].
- [Skill 2 – Industry-specific expertise].
- [Skill 3 – Soft skill like leadership or problem-solving].
- [Skill 4 – Additional relevant skill].

Certifications/Training:

- [Certification/Training Title] – [Issuing Organisation] | [Date]
[Brief description, if relevant].
- [Another Certification/Training] – [Issuing Organisation] | [Date]

Additional Information:

(Optional section for volunteering, languages, or interests relevant to the role.)