**First Name Last Name**

sample@gmail.com | 086 000 0000 | Your Location | Work Permit Status

LinkedIn Profile <https://www.linkedin.com/in/sample>

**Your Current Title**

**Summary
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Highlight to the hiring manager why you should be chosen for this position. Highlight your top skills, expertise, and strengths. For example: **[Name of degree] graduate** with a keen interest in **[responsibility].** Proficient in **[skill 1]** and **[skill 2]**, with a solid foundation in **[subject]**.

**Skills and Competencies**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Review the job posting for the skills sought by the employer.
* Feature skills of your own that match these key skills and are valuable in your profession.
* Present five to eight points.
* Include hard, soft and technical skills.
* Include any software you have experience with.

**Work Experience**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Position**

Start date – Present date

Current company | Location

* Start with your most recent job title.
* Write your work experience in 3-5 concise bullet points.
* Tailor your duties and qualifications to the job posting.

**Previous Position**

Start date – End date

Current company | Location

* Use quantifiable metrics such as percentages, amounts, savings, and deadlines.
* Use descriptor words such as organised, oversaw, provided, achieved, and produced.
* For each bullet point focus on a single responsibility.

**Next to last Position**

Start date – End date

Current company | Location

* Concentrate on significant responsibilities instead of repetitive, simple tasks.
* Highlight any transferable skills, especially if you are switching careers.
* If you have a long work history, narrow it down to the last 10 years of experience.

**Education
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Degree**

Start date – Finish date

University | Location

Do not include your secondary school education unless you have no further education.

**Certifications & Training**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Certification Course 1** | Issuing Organisation (year)

**Certification Course 2** | Issuing Organisation (year)

**Awards**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Award 1 Name**

Year Obtained

* Awarded for excellence in xyz.

**Award 2 Name**

Year Obtained

* Awarded for excellence in xyz.

**Volunteering**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organisation Name**

Date of volunteering

* Talk about what you did volunteering and any skills you may have developed as a result.