Forename Surname | Professional Title

Location: **xxxxxxx**
Telephone: **xxxxxxxxxxx**
Email: **xxxxxxxxxxxxx**

Professional profile

Add a punchy sentence or two that gives an overview of your skills and experience that are most relevant to your new career choice.

Next, expand upon the above with a more detailed summary of relevant abilities that will appeal to your new target employers. This should include any new courses or qualifications you have picked up, along with any voluntary or part-time experience you have gained in your new sector. Try not to include too much information on your current/old industry as it will not be relevant in this instance.

Career summary

*[**Tip:** Be selective with the first role you include here – you don't necessarily have to lead with your current/most-recent role if it isn't relevant to your new sector. If you have undertaken some part-time/voluntary work, or even a work placement from a course in your new chosen field, lead with that instead.]*

mm yyyy—Present **Company Name, Location**
Role Title

Outline
Give a high-level overview of the role to show how you fit into the organisation and what the goal of your role is. 1—3 lines should be enough.

Key responsibilities

- Detail your responsibilities and showcase your skills and knowledge
- Use professional language and show how your duties have impacted the business
- Give lots of detail in recent roles and less in old roles as you go down the CV
- xxxxxxxxxxxx

Key responsibilities

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- xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
- xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
- xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Key achievements/projects

- Try to include some impressive achievements that have had a big impact on the employer or a customer/client

mm yyyy—Present **Company Name, Location**
Role Title

Outline

As you progress down the CV to older roles, it's best to summarise the roles in 1-3 lines.

mm yyyy—Present **Company Name, Location**
Role Title

Outline

As you progress down the CV to older roles, it's best to summarise the roles in 1-3 lines.

[If you have lots of really old roles then you can just list them as below]

mm yyyy—Present **Company Name, Location**
Role Title

mm yyyy—Present **Company Name, Location**
Role Title

mm yyyy—Present **Company Name, Location**
Role Title

mm yyyy—Present **Company Name, Location**
Role Title

Education and qualifications

- **Qualification, grade –** Institution – Year
- **Qualification, grade –** Institution – Year
- **Qualification, grade –** Institution – Year

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