**Forename Surname | Professional Title**

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

## Professional profile

Add a punchy one or two line sentence that sums you up and will appeal to your target employers and recruiters.

Expand upon the above with a more detailed summary of what you do – include core industry experience, skills (software, tools etc.) and try to show how your work impacts your employers. 3-5 lines will be about right for this section.

## IT/Technical skills

- **Network design**
- **HTML, .Net**
- **xxxxxxxxxxxxxx**
- **xxxxxxxxxxxxxx**
- **xxxxxxxxxxxxxx**
- **xxxxxxxxxxxxxx**
- **xxxxxxxxxxxxxx**
- **xxxxxxxxxxxxxx**
- **xxxxxxxxxxxxxx**

## Career summary

**mmm yyyy – Present** **Company Name, Location (Optional)**
**Role Title**

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

*Key responsibilities*

- Detail your responsibilities and showcase as much of your skills and knowledge as possible
- Use professional language and show how your duties impact the business where possible
- Give lots of detail in recent roles and less in older roles as you go down the CV
- xxxxxxxxxxxxx

- xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
- xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
- xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

**Mmm yyyy – mmm yyyy** **Company Name, Location (Optional)**
**Role Title**

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

**Mmm yyyy – mmm yyyy** **Company Name, Location (Optional)**
**Role Title**

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

**Mmm yyyy – mmm yyyy** **Company Name, Location (Optional)**
**Role Title**

**Mmm yyyy – mmm yyyy** **Company Name, Location (Optional)**
**Role Title**

**Mmm yyyy – mmm yyyy** **Company Name, Location (Optional)**
**Role Title**

**Mmm yyyy – mmm yyyy** **Company Name, Location (Optional)**
**Role Title**

## Education and qualifications

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

## References available on request



Restricted - HR