

[Your Name]

Mobile: XXXX-XXXX | e-mail: abc@yourdomain.com | LinkedIn: <http://www.linkedin.com/abc/>

OBJECTIVE

(State the type of work you are looking to apply for and why)

EXECUTIVE SUMMARY

High level executive summary of your background and your career ambitions

(Items to cover may include: your qualifications, years of experience, credentials, industry functional specialism, the type of role you want to explore, personality and interests)

SKILLS

TECHNICAL SKILLS

(State any unique “hard” skills that differentiate you from other applicants in bullet point. For example, you can highlight your language skills, computer/software skills, or any technical skills relevant to the role you are applying for)

PERSONAL SKILLS

(State any unique “soft” skills that differentiate you from other applicants in bullet point. For example, you can highlight your management skills, communication skills, or skills relating to your self-initiative.)

WORK EXPERIENCE

COMPANY 1 *(Also include employment period- starting with most recent)*

Short introduction/summary to highlight the company you work for *(note: try to highlight details that relate to your market or geographic region).*

Title of Your Role

Responsibilities:

Please share your responsibilities in bullet point *(note: you may want to highlight your responsibilities that showcase your skills, management responsibilities, regional coverage, technology, or any responsibilities that relate to the role that you plan to apply for)*

Achievements:

(Add your achievements as relevant)

COMPANY 2 *(Include employment period)*

Short introduction/summary to highlight the company you work for *(note: try to highlight details that relate to your market or geographic region).*

Title of Your Role

Responsibilities:

Please share your responsibilities in bullet points (*note: you may want to highlight your responsibilities that showcase your skills, management responsibilities, regional coverage, technology, or any responsibilities that relate to the role that you plan to apply for*)

Achievements:

(Add your achievements as relevant)

COMPANY 3 (*Include employment period*)

Short introduction/summary to highlight the company you work for (*note: try to highlight details that relate to your market or geographic region*).

Title of Your Role**Responsibilities:**

Please share your responsibilities in bullet points (*note: you may want to highlight your responsibilities that showcase your skills, management responsibilities, regional coverage, technology, or any responsibilities that relate to the role that you plan to apply for*)

Achievements:

(Add your achievements as relevant)

QUALIFICATIONS OR AWARDS:

(State any qualification(s) or awards that are relevant to the role you are applying for)

EDUCATION AND CERTIFICATES

(State your education credentials and include any relevant certifications or training courses that you see relevant)

AVAILABILITY

(Optional: You may want to state your notice period if appropriate or if you are immediately available)

SALARY

(Optional: You may want to state your remuneration if appropriate. As a start you may want to state your annual salary first)

REFERENCES

Available upon request