**** • Name in Bold, 18pt

**Jane Doe**

1 Main Street, Town, County

youremailaddress@email.com

Ie.linkedin.com/inJaneDoe

087 1234567

• Contact details in 11pt

• Use Calibri, Times Or Arial

• Use professional email address

• Include LinkedIn Profile URL

• Provide 1 Phone Number

• Set up professional Voicemail

**Personal Statement**

In this section you want to tell the employer your unique selling point and why you are suitable for this role. Keep it direct and to the point: Knowledge. Passion. Experience. Goal.

E.g. XXXXX

**Key Skills**

The key skills you list should reflect the job that you are applying for. List 4-5 key skills that relate to the role.

E.g. XXXXXX

**Education History**

For each academic programme you have studied include the dates and the institution, starting with the most recent.

E.g XXX

**Career History**

When listing your previous roles list your responsibilities using bullet points. Instead of listing tasks, identify areas of responsibilities that you held, projects you were involved in, key achievements in the role

E.g. XXXXX

**Interests & Achievements**

List Interests and Achievements that give your future employer an insight into your personality. There is no need to over think it, just be yourself. Your interested can be broad and do not need to be specific to the role. This is to give a sense of the person you are.

E.g. XXXX

**References**

Available on request – Once details are requested, give the person’s name, email address, phone number and what your relationship to them is. **Always seek permission from a reference before sharing their details.**

E.g. XXXX