**First Name Last Name**

**DELETE THIS TEXT BOX AFTER EDITING:**

Pink text is to explain sections and provide examples – remove this and ensure all your text is black and readable at the end!).

Aim to keep your CV to a **max** of 2 pages.

Job Title

Mobile Number | [email@emailaddress.com](mailto:email@emailaddress.com)

A [adjective + job title e.g. Admin Assistant with X years’ experience across [industries]. Collaborative and resourceful with a strong track record of contributions to busy teams within the creative industries [a line on what makes you unique – avoid general terms like ‘professional’]. A keen eye for detail with experience in: [a chance to show off your experience in various aspects of your sector, e.g., Administration, office management, customer service etc.].

**SKILLS & QUALIFICATIONS**

Microsoft Suite | Google Workspace | Bespoke systems (E.g., CRM software, Payroll software) | Qualifications

**WORK EXPERIENCE**

List your work experience from most, to least recent. Avoid any unexplained career gaps.

**If you have a lot of experience:**

It is best to list your experience with a focus on the brands you’ve supported.

E.g., Admin support for various clients including:

COMPANY NAME | COMPANY NAME | COMPANY NAME | COMPANY NAME | COMPANY NAME

**For full-time roles, follow this format:**

Company Name

**Job Title | Feb. 21 – Present**

Bullet points your key responsibilities, considering:

* **Share tangible results & achievements (successful projects, new processes, awards etc.)**
* Use adjectives and descriptive sentences that communicate the scale, scope, and expertise of your role. What will set you apart from your peers?
* Keep this section punchy, relevant, and specific.
* Avoid industry acronyms and specialist terminology that may not translate out of your organisation/ industry, especially if you’re looking at different sectors.

Company Name

**Job Title | Feb. 20 – Feb. 21**

* More key responsibilities

**EDUCATION**

**2016-2019 | University**

Degree title

**2016-2019 | Course**

Qualification

**2009-2016 | School**

A Levels - grades

**VOLUNTEERING / PROJECTS**

**Charity / Project Name | Jan. 18 - Jan 19.**

A chance to talk about any non-paid work or support you've provided, maybe for a charity, or as part of a volunteering scheme.