**First Name Last Name**

**DELETE THIS TEXT BOX AFTER EDITING:**

Pink text is to explain sections – 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@emailadress.com

A [adjective + job title e.g. people-focused HR manager] with X years’ experience. Collaborative and resourceful with a strong track record contributions to busy teams within the creative industries [a line on what makes you unique – avoid general terms like ‘organised’ or ‘professional’]. A keen eye for detail with experience in: [a chance to show off your experience in various aspects of your sector, e.g. DEI, Wellbeing etc.]

**WORK EXPERIENCE**

List your work experience from most, to least recent. If you just graduated or finished school, list this first.

Company Name

**Job Title | Feb. 21 – Present**

Bullet point your key responsibilities, considering:

* **Share tangible results & achievements (successful campaigns, sales increase, fanbase growth, industry first, 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

**Job Title | Feb. 20 – Feb. 21**

* More key responsibilities

**VOLUNTEERING / OTHER 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.

**EDUCATION**

**2016-2019 | University**

Degree title

**2009-2016 | School**

A Levels - grades

**SKILLS & QUALIFICATIONS**

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