**Career summary** <Insert name here>

**Personal details, Name, Email, Mobile Number, Address/location**

* **Introduction**

<Insert Brief description here of what your looking for and a synopsis of your skills and ability.>

*Example: I am looking for a Business Analyst position in the financial industry, I have 5 years’ experience working in a similar role, and 3 years before that as an application developer at a major financial institution.*

**Technical skills or certifications.**

<This would be more important for Technical profiles such as developers>

*Example: 7 Years Java development, PMP Certified, CCNA etc.*

* **Experience**

<start with your most recent experience going back to the oldest and should be the largest area>

**Dates**

**Job Title**

<Brief description of what you did there, what projects you worked on and what were your biggest achievements>

* **Other experiences or gap explanation**

*Example: took year off for childcare 2008-2009, Driving license.*

* **Education**

<Enter the university name and year>

* **Hobbies or Relevant personal information.**

*Example: Professional Rock climber*