<div align="center">

NAME
(Insert your Name Here**)**

Address
(Insert your Address here**)**

Phone Number: (Insert phone number here**)**

Email: (Insert email address here, make sure it is a professional email name**)**

PROFILE
(Insert a personal statement about yourself, 2/3 sentences long, giving a summary of your strengths, experience and career aspirations that will give an employer a reason to want to read on.
Tailor make this for each application so that it is relevant)

</div>

WORK EXPERIENCE
Starting with your most recent role first, unless it is relevant to the role you are applying for cover the past 10ish years aiming for a total 2-page CV.
you can always summarize previous roles if needed and they are relevant to the role.

Position	**Dates worked From……. To…….**
(Insert your job title)	*(Insert the month & year you started the role) To (Insert present if still at the role or the month & year you finished)*
Company Name	**Industry**
(Insert your job title)	*(Insert your company's industry, this is very helpful to know if you have specific industry experience for a job)*

Duties:
(Insert your key responsibilities & achievements in the role, bullet points can be clear to show this information)

Reason for leaving:
(Optional and can be helpful for future employers, keep it positive and not disrespectful to previous employers)

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(Insert your job title)	*(Insert the month & year you started the role) To (the month & year you finished)*
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(Insert your job title)

Dates worked From……. To…….
(Insert the month & year you started the role) To (the month & year you finished)

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(Insert your job title)

Industry
(Insert your company's industry, this is very helpful to know if you have specific industry experience for a job)

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Duties:
(Insert your key responsibilities & achievements in the role, bullet points can be clear to show this information)

Reason for leaving:
(Optional and can be helpful for future employers, keep it positive and not disrespectful to previous employers)

EDUCATION
(Starting with your most recent education first
Insert the name of College/university/School/Institution)
(Insert Dates Attended)

Qualification
(Insert Qualification)

Grade
(Insert Grade/ Result)

(Insert the name of college/university/School/Institution)
(Insert Dates Attended)

Qualification
(Insert Qualification)

Grade
(Insert Grade/ Result)

HOBBIES & INTERESTS
(Insert your hobbies/ Interests – this will give an employer an idea of what you are interested in and like doing outside of work, charity work, volunteering, sports etc.)

REFERENCES
(You can insert your references here or put available on request)