**SUMMARY**

This is an opportunity to sell yourself, showcase your core values, and highlight key information relevant to the advertised position. Your information should be approximately 2-3 short sentences or slightly longer if you apply for a senior role.

**KEY SKILLS**

Below, list your relevant skills, such as technical skills, languages, software proficiency, and any other abilities that would be valuable in the position you are applying for. This may include hard skills (e.g., programming and project management) and soft skills (e.g., communication and teamwork). Be sure to tailor this section to match the requirements and preferences of the job you are applying for.

* Teamwork
* Decision-making
* Self-motivation
* Communication
* Critical Thinking
* Integrity
* Leadership
* Customer Service
* Sales
* Marketing
* Accounting
* Business Planning
* Research
* Computer Literacy
* Analytics

**PROFESSIONAL EXPERIENCE**

**Position**

COMPANY NAME | Dates of Employment

List your work experience in reverse chronological order, starting with your most recent or current role. Summarise your job scope here within two to three sentences. Try to focus on the core aspects of your role.

**Key Responsibilities**

* List your key responsibilities
* Avoid long sentences
* Focus on keywords

**Achievements**

* Highlight two to three achievements.

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* List your key responsibilities.
* Avoid long sentences.
* Focus on keywords.

**Achievements**

* Highlight two to three achievements.

**EDUCATION & LICENCES**

If you hold any relevant qualifications, certifications, or licences in your field, include them in this section. This could include professional certifications, industry-specific training, or licences required for specific roles.

**Course or qualification**

INSTITUTE NAME | Year of Graduation

**Course or qualification**

INSTITUTE NAME | Year of Graduation

**Course or qualification**

INSTITUTE NAME | Year of Graduation

**PROFESSIONAL MEMBERSHIPS / AFFILIATIONS**

List any professional organisations or associations you are a member of. This demonstrates your commitment to ongoing professional development and networking within your industry.

**REFERENCES**

Indicate that references are available on request. It is generally only necessary to include reference contact details on your resume if specifically requested by the employer. However, it's a good idea to prepare a list of references separately that you can provide if requested and always ask permission.

Available upon request