

NAME

Email

Phone Number

NAME

Email

Phone Number

REFEREES

Administrative assistant

John Smith

First and last name

Address

Email

Mobile

Phone

CREDENTIAL #1

Company/University

CREDENTIAL #2

Company /University

CREDENTIAL #3

Company /University

Summary of your skills, expertise and career goals

POSITION TITLE HERE

Company | Date Range

Describe your achievements while in this position, and use action words like “managed” and “completed. Do not just list your job duties.

Write what you did in this position that could benefit the company you’re applying to:

* List any accomplishments, skills you acquired, things you learned.
* Concentrate on proving to your future employer how valuable you are as an employee.
* Use numbers to highlight key outcomes from this job

POSITION TITLE HERE

Company | Date Range

You can also list any major projects you achieved in the position and key outcomes. Make sure anything you write here is applicable to your prospective job.

* Check out the job advertisement you are applying for and pick out key skills/duties that are relevant to your prior work experience
* Bullet points ensure that your key achievements will be seen. Keep it short and concise.
* If the job you had isn’t related in any way to the position you are applying for, list the relevant skills or experience you gained from the situation to make it apply to your future dream job.

List here all skills

You have acquired

Over your career.

Make sure you point

Out any skills that

Are required for the particular job you are

Applying for

SKILLS

EXPERIENCE

CONTACT

PROFESSIONAL PROFILE

CREDENTIALS