[Name], [Title]

[Address]

[Personal email address]

[Mobile number]

**Career profile**

Short statement about your work, career aims and what motivates you in your work.

**Example:**Resourceful HR Manager with over 10 years’ experience in the accounting industry. Proven record of success in a generalist role, including developing and implementing HR policy and reviewing and developing recruitment procedure. Looking for the right opportunity to bring my expertise to an established accountancy firm in an upper management position.

**Relevant skills**

**·** Outline your core competencies and technical skills

**·** Include transferable skills, such as communication and stakeholder management

**·** Mention niche skills such as languages and ability to use specific software

**Selected achievements**

**·** Focus on your achievements, leading with active verbs like ‘managed’, ‘increased’, ‘improved’

**·** Make it measurable: use numbers, for instance, ‘Increased revenue by 4.3% YoY’

**·** Describe any awards, promotions or certifications

**Work history**

[Role], [Company]

[Start date-end date]

**·** Major responsibilities

**·** List achievements, using specific examples and numbers where applicable

*Continue with list of relevant experience.*

**Education**

[Start date–end date], [Institution name, qualifications acquired]

**·** Note subjects, specialisations, achievements, relevant extra-curricula

**Professional development**

**·** Show your commitment to [improving your skills](https://www.michaelpage.com.sg/advice/career-advice/career-progression/9-ways-make-yourself-more-marketable) and investing in your career. List any certifications or professionals courses that you have completed.

**Awards and recognition**

**·** List any career-relevant awards here

**Professional affiliations**

**·** Include professional memberships and affiliations

**Referees**

Available upon request