[Your Name]

[Address] [Email address] [Mobile number]

**(Personal Statement)**

This optional section may be used to give a sense of your personality or interests. This is especially useful if your interests align in some way with the industry, business or role you’re applying for.

**Example:**

***A Digital Marketing Enthusiast with an Interest in Public Relations***

*A highly motivated digital marketing graduate from the University of X looking for an entry-level marketing position. I have strong commercial awareness and proven interpersonal and technical abilities, and a keen interest in data analytics and content creation skills.*

**Education**

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

* Note subjects, specialisations, achievements, relevant extra-curricular activities

**Training/Certifications**

* Demonstrate your commitment to improving your skills and investing in your career

**Awards and recognition**

* List any career-relevant awards

**Skills and abilities**

* List niche skills: languages spoken, software packages, coding languages

**Work Experience**

[Title] [Company]

[Start date–end date]

* Bullet points outlining responsibilities and achievements
* Use action-oriented verbs and finite numbers like ‘Increased revenue by 14.7%’
* Include examples of ‘soft’ skills where relevant, such as stakeholder management, communication and team work

*Continue with list of all relevant roles.*

**References**

Either list referees or state that they are available upon request.