FIRST LAST NAME

+6421 234 5678 | emailaddress@gmail.com | Suburb, City

Languages (if multiple): French (Native), English (Fluent)

SUMMARY

* Use a summary when there is plenty of relevant information you want the reader to ascertain quickly
* Use this section if your information generally matches the criteria checklist from the advertised job description
* You may use this section in place of a profile
* Include whether you’re specialised in a certain field or carry direct experience that the reader is seeking
* Or/and if you have obtained a significant qualification, or completed recent relevant training
* Add a significant achievement that is relevant to the role being advertised
* Add a second significant achievement that is relevant to the role being advertised
* Highlight two to three personal strengths and combine them on one line, that are suitable to the position

KEY SKILLS

Experienced English Teacher:

* At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis
* Et harum quidem rerum facilis est et expedita distinctio

Communication Skills

* Nam libero tempore, cu soluta nobis est eligendi optio cumque nihil impedit

Stakeholder Engagement

* Nam libero tempore, cu soluta nobis est eligendi optio cumque nihil impedit
* Itaque earum rerum hic tenetur a sapiente delectus, ut aut reiciendis

Team Leadership

* Temporibus autem quibusdam et aut officiis debitis aut rerum necessitatibus
* Itaque earum rerum hic tenetur a sapiente delectus, ut aut reiciendis
* At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores

Time Management

* At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores

QUALIFICATIONS and TRAINING

Name of Qualification 2018

Name of provider or institution, City

Add the name of thesis if applicable

Name of Qualification 2017

Name of provider or institution, City

Name of Certificate or Course 2020

Name of provider or institution, City

PROFESSIONAL HISTORY

Job Title – Name of Department or Team Aug 2018 – Present

Company Name, City

Key responsibilities for project X:

* Try to cap your responsibilities to one line each
* Include the most senior aspects first, such as leading a team, or forecasting the project
* Include any key figures such as budget amount, how many staff, revenue gains, percentages etc.
* Keep the responsibilities concise; try and keep your wording limited
* Speak in the present tense if you are still currently in this role, otherwise use past tense
* Start with an action verb: leading, managing, supervising, providing, coordinating, planning…
* Only include roles that are more than 10 years old if the experience is strongly relevant
* If one of your previous roles was a ‘fill in’ role and is not relevant to the job you’re applying for, you can list the position title, company name, city, and then just one line that covers your responsibilities

Key responsibilities for project Y:

* Use the past tense for previous jobs you are no longer employed in
* Start with an action verb: led, managed, supervised, provided, coordinated, planned…
* Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor
* Excepteur sint occaecat cupidatat non proident, sunt in culpa qui official
* At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium

Job Title – Name of Team Jan 2017 – June 2018

Company Name, City

* Use the past tense for previous jobs you are no longer employed in
* Start with an action verb: led, managed, supervised, provided, coordinated, planned…
* Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam
* Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit

Job Title (6 Month Contract) Jul 2016 – Jan 2017

Company Name, City

* Use the past tense for previous jobs you are no longer employed in
* Start with an action verb: led, managed, supervised, provided, coordinated, planned…
* Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam
* Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit

Job Title – Name of Department or Team Jun 2015 – Jun 2016

Job Title – Name of Department or Team Feb 2014 – Jun 2015

Company Name, City

* Use the above layout if you’ve been in 2+ roles with the same company, rather than splitting into two separate jobs
* Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit
* Quis autem vel eum iure reprehenderit qui in ea voluptate
* Neque porro quisquam est, qui dolorem ipsum

Job Title Jan 2013 – Dec 2013

Company Name, City

* Quis autem vel eum iure reprehenderit qui in ea voluptate
* Neque porro quisquam est, qui dolorem ipsum

REFEREES

First Last Name

Job Title – Company Name

021 234 5678; emailaddress@gmail.com

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