FIRST LAST NAME

021 345 6789 | emailaddress@gmail.com | City, Country

PROFILE

This section allows the reader to learn about your background. Write an overview of your skills and experience; if you don’t have a lot of experience you can add in a recent qualification or certification instead. You should write between 2-4 sentences that include how many years of experience, personal skills that describe you, 2-3 relevant professional/transferable skills you have, and anything additional you will apply to the position. If you are stuck for what to include, read the job description and make note of the sort of experience and personal skills they are seeking.

KEY SKILLS

Experienced Accountant:

If you have experience in the industry, list the most important accountabilities and/or achievements:

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Communication Skills

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Relationship Management

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Leadership

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Technical Skills

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RECENT EMPLOYMENT – SUMMARY

Position Title – Company Name, City Jan 2019 – Present

Position Title – Company Name, City Mar 2017 – Jan 2019

Position Title – Company Name, City Oct 2016 – Feb 2017

Position Title – Company Name, City Sep 2014 – Sep 2016

QUALIFICATIONS

Post Graduate Diploma, Teaching – Name of Tertiary Institution, City 2014

Bachelor of Science, Psychology - Name of Tertiary Institution, City 2013

PROFESSIONAL HISTORY

Position Title Jan 2019 – Present

Company Name, City

*It may help to write a short description of the company before launching into your responsibilities, especially if the company is small or independent and virtually unknown outside the industry.*

* Try to cap your responsibilities to one line for each
* Include the most senior aspects first, such as leading a team, or planning and executing a 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 expand roles that are 10+ years old if the experience is strongly relevant, otherwise list them
* If one of your recent, 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

Position Title Mar 2017 – Jan 2019

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…
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Position Title Oct 2016 – Feb 2017

Company Name, City

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Position Title Sep 2014 – Sep 2016

Company Name, City

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* Excepteur sint occaecat cupidatat non proident, sunt in culpa qui official

REFEREES

First Last Name

Position, Company Name

emailaddress@gmail.com

021 234 5678

First Last Name

Position, Company Name

emailaddress@gmail.com

021 234 5678