**Your Name | Job Title You are Targeting**

**Address | Telephone | Email**

**Career Profile**

This section should be written after the resume is completed to summarize and highlight your most outstanding accomplishments. Appropriate for professionals who have at least 5 solid years of experience in their field. Not appropriate for entry-level professionals recently graduating from high school or college. If you are an entry-level professional delete the Career Profile section.

**Key skills and expertise include:**

Based on the job advertisement or your industry knowledge, list the main skills and expertise that you have acquired which are relevant to the specific job you are applying for.

|  |  |
| --- | --- |
|  |  |

**Experience & Accomplishments**

Start with your current/last employer. Insert name of employer, address, job title and beginning – end dates of employment. Avoid listing your duties for each employer. Instead, think about what you achieved for your employer at each job. Insert the achievements most relevant for the job you are applying for.

**COMPANY, COUNTRY**  
**Job Title Date-Date**

* Insert achievements for this job
* Insert achievements for this job

**COMPANY, COUNTRY**  
**Job Title Date-Date**

* Insert achievements for this job
* Insert achievements for this job

**COMPANY, COUNTRY**  
**Job Title Date-Date**

* Insert achievements for this job
* Insert achievements for this job

**[Insert Name] Phone | Email | Page 2 of 2**

Insert a mini header at the top of the second page with your name, phone number, email and page number and total number of pages.

**Education & Professional Development**

Insert your academic qualifications and the professional certifications most relevant to the job you are applying for.

**Academic**

* Masters, Institution, Date
* Bachelors, Institution, Date
* Certification, Institution, Date

**Professiona**l

* Name of course, Institution
* Name of course, Institution

**Awards**

Insert awards you have won over the history of your employment. If you are a recent graduate, list the awards you won in school or university.

* Name of Award, Date, Source of the Award

**Professional Associations**

Insert the positions you held and the names of the clubs, societies and associations that you have been a member of.

* Role (e.g. Member of Executive), Name of Association

**Service**

Insert the voluntary assignments that you have participated in and the organizations that coordinated the assignment.

* Volunteer assignment, organization
* Volunteer assignment organization

**References**

This is an optional section. If you insert it, do not write out your references. Insert the phrase “Available upon request” only.

* Available upon request