

# Name

Email

Phone

## Profile

A short summary about yourself and your goals. No longer than one paragraph to provide an overview of your current situation and the type of role and/or company you are seeking.

*Example: I am an experienced Administrator with proven experience in administration and admin. I have managed admin teams and lead various admin projects. I am now seeking an admin role in an admin company where I can utilise my admin skills.*

## Experience

### Job Title

Company Name

Date From / Date To

*One or two line overview of the role if you need to provide some context or an explanation of your team or reporting line.*

- List your duties as bullet points using detailed examples of your work
- Think about how a job description outlines a role
- Try to ensure your CV reflects the job description but using examples
- For example:
- Managing all administration requirements across the business
  - Responsible for a budget of £1.2 million
  - Providing monthly reports to the leadership team
- Don't forget to mention responsibilities that you may not do all the time such as projects you were responsible for or involved in or large tasks that took up a large portion of your time.
- Make sure you provide relevant facts and figures
- Try to include any notable achievements or KPIs that are relevant to the role
- Repeat this for your most recent roles
- Dedicate more space to roles where you were for longer periods of time
- Make sure you list most recent at the top in chronological order
- Don't forget to fill in any gaps – for example, travelling abroad for extended periods or maternity leave
- Ensure your experience and dates listed here match your LinkedIn profile to avoid any doubt

## Education

Course or Title of Certificate and Grade

*Place of Study*

Date From / Date To

## Skills

- List any particular skills that are relevant to your role
- Avoid listing skills that are generic such as 'Microsoft Word' or 'Excellent Communication'
- Keep this short and sweet, any specific skills can be mentioned in the experience section with an explanation of how and why you used them