**Professional Summary**

An overview of you and your experience, an opportunity for you to deliver an “elevator pitch’ to the reader and grab their attention.

**Key Performance Areas**

* **Category, eg Industry Expertise** Sell Yourself! A sentence or two outlining your particular skills in this area. Include metrics such at number, $ or % to illustrate.
* **Category, eg People Management** Sell Yourself! A sentence or two outlining your particular skills in this area. Include metrics such at number, $ or % to illustrate.
* **Category, eg Strategic Planning** A sentence or two outlining your particular skills in this area. Include metrics such at number, $ or % to illustrate.
* **Category, eg Financial Management** A sentence or two outlining your particular skills in this area. Include metrics such at number, $ or % to illustrate.
* **Category, eg Human Resources** A sentence or two outlining your particular skills in this area. Include metrics such at number, $ or % to illustrate.
* **Category, eg Marketing** A sentence or two outlining your particular skills in this area. Include metrics such at number, $ or % to illustrate.
* **Category, eg IT** A sentence or two outlining your particular skills in this area. Include metrics such at number, $ or % to illustrate.

**Employment History**

**COMPany**

[www.website.com](http://www.website.com)

**Location**

**Job Title** Month Year – Month Year

**Achievements:**

* Achievement 1. List in order of relevance to the role you are applying for.
* Achievement 2. Include metrics such at number, $ or % to illustrate.
* Achievement 3 (for more press enter at the end of this line).

**Responsibilities:**

* Responsibility 1.
* Responsibility 2.
* Responsibility 3.

**COMPany**

**Month Year – Month Year (Used of multiple roles in one company)**

[www.website.com](http://www.website.com)

**Location**

**Job Title** Month Year – Month Year

**Achievements:**

* Achievement 1. List in order of relevance to the role you are applying for.
* Achievement 2. Include metrics such at number, $ or % to illustrate.
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**Responsibilities:**

* Responsibility 1.
* Responsibility 2.
* Responsibility 3.

**Job Title** Month Year – Month Year

**Achievements:**

* Achievement 1. List in order of relevance to the role you are applying for.
* Achievement 2. Include metrics such at number, $ or % to illustrate.
* Achievement 3 (for more press enter at the end of this line).

**Responsibilities:**

* Responsibility 1.
* Responsibility 2.
* Responsibility 3.

**Education**

**Year** Course Name

Name University/school/institution/college

**Further Development**

**Year** Course/training program Name

Name University/school/institution/college

**Year** Course/training program Name

Name University/school/institution/college

**Professional Memberships**

**Year – Current** Professional body name & membership details

**Interests and Community Involvement**

Insert a brief paragraph that outlines what you like to do in your spare time. Include any community or sporting organisations you are involved with, especially if you have an official role

**Referees**

Referees available on request.