|  |
| --- |
| First Name last name  Address · Phone  Email · LinkedIn Profile · |
| To replace this text with your own, click and begin typing. Your CV is your chance to make a good first impression on your employer, so it is important you get it right. Here, your profile should be no longer than 8-10 sentences and never bullet pointed. Briefly state your career objective. Use language from the job description as keywords to describe yourself. |

# professional memberships

This section is optional, remove if not applicable

Insert details of any professional memberships including clubs and organisations which highlights a particular interest, relevant to the role you are applying for.

* Bullet point
* Bullet point
* Bullet point

# Education

|  |
| --- |
| Month YearDegree Title, UNIVERSITY List qualifications gained as well as completed coursework. Feel free to list most recent results or examinations here too.   * Bullet point * Bullet point * Bullet point  Month YearDegree Title, UNIVERSITY List qualifications gained as well as completed coursework. Feel free to list most recent results or examinations here too.   * Bullet point * Bullet point * Bullet point |
| Month YearQUALIFICATION, School List your most recent level of qualification.   * Bullet point * Bullet point * Bullet point |

# Experience

|  |
| --- |
| Career historystart with your most recent employer first and work your way backwards. you do not have to include all previous roles, just ones where the skills & backgrounds relate to the position which you are applying for. choose your words carefully, using active verbs to describe your past roles. remember to emphasise the skills that are relevant to the role which you are applying for.Dates From – ToJob Title, Company Describe your responsibilities and the details of the role. Use examples to describe your duties but keep it short. Remember to use active verbs like sold, solved etc.   * Reporting to Sales Director with responsibility for relationship management between retailers and customers, protecting company’s brand, auditing stores and maximizing internal KPI’sCheckmark * Bullet point * Bullet point |
| key ACHIEVMENTS Here you should include 4-8 bullet points outlining your achievements Highlight any outstanding academic qualifications or results. Include details of group presentations, projects you might have led etc. Try your best to show employers that you have solved problems similar to theirs and that you achieved the results which they are looking for.   * Developed and introduced simple sales ranking tool now standard across the GroupCheckmark * Bullet point * Bullet point * Bullet point |
| Dates From – ToJob Title, Company Describe your responsibilities and the details of the role. Use examples to describe your duties, but keep it short. Remember to use active verbs like sold, solved etc.   * Bullet point * Bullet point * Bullet point  key ACHIEVMENTS Here you should include 4-8 bullet points outlining your achievements Highlight any outstanding academic qualifications or results. Include details of group presentations, projects you might have led etc. Try your best to show employers that you have solved problems similar to theirs and that you achieved the results which they are looking for.   * Bullet point * Bullet point * Bullet point |

# IT & SYSTEMS EXPERIENCE

List any systems experience you might have which are relevant for the job which you are applying for. Also include details of all IT skills and software knowledge you have to offer potential employers. This might include.

* Microsoft Word
* Weekly review of analytical data using EPOS software to; manage product performance per customer demographic and discover new ways to improve sales
* Bullet point

# Skills & LANGUAGES

|  |  |
| --- | --- |
| * Include details of all skills you have to offer, beneficial for the role you are applying for. Examples include: * Negotiation skillsClose * Excellent negotiation skills with expertise in strategic retail developmentCheckmark * Strong financial and commercial skills delivering multi-million retail developments Checkmark | * Languages and competency level: * FrenchClose * French Level B2- Basic fluency Checkmark |

# interests

In this section highlight your relevant passions and favourite pastimes. Use your interests to emphasise your skills here, for example team captain or chairperson of a local group.

* Travel 
* Travel: Executed trips across 3 continents, in order to explore different cultures and meet new people
* Video production: Shoot and edit a vlog with 3,000 subscribers where I share my past travel experiences on a weekly basis
* Bullet point

# ACHIEVeMENTS

* Use this section to highlight any further outstanding achievements in your career to date. Think of times where your work was praised, or you managed your team through an important project which led the business to success. If you have skills that the employer has mentioned in the job description, then try to match them with your achievements from your work history.
* Use examples where possible and back up with statistics:
* Reached target in August 20xx 
* Led a restructure in August 20xx in response to the downturn in retail business
* Successfully achieved a 19% market share in 20xx increasing to 28% by the end of 20xx

# REFEReNCES

References available upon request.