[First & Last Name]

[Town, City & Postcode where you reside]

[Mobile Number - ensure this is your personal number and not work number]

[Email Address - ensure this is your personal email and one you check]

[Linkedin URL - please ensure your Linkedin page is up to date]

**Personal Profile**  
[3–4 sentences which highlight: Who you are professionally (e.g., “Experienced Finance Manager with expertise in budgeting and compliance”) your key achievements or career highlights and what type of role you are now targeting.]



**Key Skills:**

* [List down all your key core skills and competencies and use bullet points, not paragraphs]

**Employment History:**

**[Month, Year] – [Month, Year]**

**[Company Name]**

**[Job title] –** (If you have career progression, you need to add month and year you were in each role**)**

***Roles and Responsibilities:***

* [Use bullet points, not paragraphs.
* Start with verbs: “Led, Delivered, Implemented, Increased.”
* Quantify achievements wherever possible.
* Mention the scope of your role (budget, headcount, regions managed).]

***Key Projects:***

***If you have delivered construction projects then provide further details ie:***

**[Name of Project]**

* [Description: [Use bullet points, not paragraphs.]
* The company where you did the project
* The name of the client:
* Type of Project:
* The size of the project, the number of units if residential, keys if hotel etc and sqft
* Project Value:
* Procurement route and Method of Procurement
* Roles & Responsibilities:
* The RIBA stages that you worked across, or pre-contract / post contract
* The status of the project ie in planning, on site. completed etc]

*(Repeat for each role, working backwards - most recent first.)*

**Education & Qualifications:**

**[Month, Year] – [Month, Year]**

**[School/University Name]**

**[Degree and classification]**

*(Repeat for each Education, working backwards - most recent first. Add details for your school education as well)*

**Further Trainings:**

* [List down all your trainings with dates again use bullet points, not paragraphs].

**Memberships:**

* [List down all your Memberships such as MRICS, APM, MCIOB with dates again use bullet points, not paragraphs].

**Software Skills:**

* [List down all the relevant professional software skills and the programs you have used, again in bullet points]

**Languages:**

* [List down all your languages, the fluency you have ie basic, conversational and fluent. Again list in bullet points]

**Hobbie & Interests:**

* [Add hobbies and interests, in bullet points with a line about each to add personality and help break the ice in interview]