# Name

Job title or headline

Contact Details

Full Postal Address

Telephone number | email address | LinkedIn URL

**Profile**

Provide a quick overview of your skills and suitability for a role. Keep it concise - three sections max; about you, what you do, what you are seeking.

These short paragraphs need to give a brief overview of you as a professional, your CV and what you can bring to an employer.

You should tailor this section to each role you are applying for. Look closely at the job description and ensure that you have covered these points in your CV and clearly conveyed how your experience matches.

**Skills & Achievements**

* 3-5 bullet points
* Shout about your professional achievements you are proud of
* Highlight your key skills such as strong IT skills, communication, commercial awareness or excellent analytical skills
* include the systems you have experience of using eg Sage, QuickBooks, Xero etc.

**Qualifications**

You can include your education as well as any professional qualifications such as AAT, ACCA, CIMA etc and the level studied to/grade obtained.

**Employment History**

**Company name** | **Job Title**

*Dates from/to*

* Provide your job duties as bullet points.
* Outline your experience and demonstrating your role and responsibilities and any achievements.

**Company name** | **Job Title**

*Dates from/to*

* Continue with your career history.
* ­Only concentrate on the past ten years in terms of detail, but you may wish to add list the company/role and dates for roles beyond that date.

**Hobbies and Interests**

You can give a flavour of your hobbies and interests here – a paragraph or two will do. If your CV is more than two pages then miss this section off.

**References available upon request.**

Free CV template - downloaded from CMA Recruitment Group. <https://www.cmarecruitment.co.uk>

For more help and advice with creating your CV or taking the next step in your career get in touch: <https://www.cmarecruitment.co.uk/contact/>