**A picture containing diagram

Description automatically generated Name** **Surname** 012345678910

[Youremail@mail.com](mailto:Youremail@mail.com)

10 your address

Town

AB1 CD2

**Professional Summary**

Write a professional summary here – use this as a chance to tell the recruiter about you. It should include what you can offer and what you are looking for. Use it to show how you are unique. Be mindful though and keep it precise and short – 2 or 3 sentences are enough.

**Employment History**

*List your relevant employment history here. Order it from the most recent first.*

**Job Title, Company Name, Location**

*(Jan 2020 - Present)*

Responsibilities and Achievements

* Explain successes and use facts, numbers, or stats to show this
* List skills and responsibilities and back up with examples of how you used them.
* EG. Implemented a new menu cycle for lunches and saved 20% on food costs after switching to local suppliers.
* Successfully managed a team of 10 – won best team award in the Business Awards 2 years running 2019/2020.

**Job Title, Company Name, Location**

*(Sept 2010 - Jan 2020)*

Responsibilities and Achievements

* Success – won 10 new clients within the first quarter meeting my target early.
* Maintained the company records
* Kept the client database up to date using DATA-X technology.

**Education & Training**

**University / College Name**

*(Sept 2005 – 2008)*

Degree:

* BA Business 2:2

A-levels:

* English – A
* Science – B
* Business - B

**School Name**

*(Sept 1999 – June 2005)*

**References**

References are available upon request.