**Your Name Qualifications MBA BA etc**

**Mobile: +353 87 12345678**

**Email:** [**name@name.com**](mailto:name@name.com)

**Profile**

* E.g. Works independently or as part of a team with the ability to motivate colleagues with excellent leadership skills.
* **Please complete this section.**

This section is to give a potential employer a sense of who you are and what motivates you as well as what your career goals are.

**Professional Experience**

**Selected Highlights**

Insert 3 to 4 highlights from your career here

* **Please complete this section.**

Your Resume / CV is a brochure for a particular product. That product being you. Use this section to highlight the parts of your professional life that you want a potential employer to know even if they read no further.

**Title Held, Name of Company Dec 2012 - Present**

* Insert further details of your key duties and responsibilities. Remember to use active verbs including sold, solved etc.
* E.g. Managed the Business Optimisation team globally within Client Operations & Business Transformation team.

**Key achievements**

* This section should include a list of 2-4 achievements and should be presented in bullet point format.
* Use this section to highlight any achievements you may have had in a voluntary capacity.
* You should include outstanding academic qualifications, results etc.
* You should include details of group presentations that you have led, presented etc.

**Title Held, Name of Company Nov 2010 – Dec 2012**

* Insert further details of your key duties and responsibilities. Remember to use active verbs including sold, solved etc..

**Key achievements**

(As above)

**Title Held, Name of Company July 2009 – Nov 2010**

* Insert further details of your key duties and responsibilities. Remember to use active verbs including sold, solved etc..

**Key achievements**

(As above)

**Education & Training**

**Please complete this section**

This section lists all of your qualifications

List qualifications gained

University name **Sept 2008 – June 2009**

List any qualifications gained

**University name** **Sept 2005 – June 2008**

**Professional Memberships**

* **Please complete this section.**

This section shows how you are committed to your career and how you are interested in learning and progressing in your field.

Insert details of memberships

**IT Skills & Languages**

* Include details of all IT skills and software knowledge you have to offer potential employers. Example: IT Skills: Wordpress, AutoCad, Microsoft Office: Word, Excel, PowerPoint, Outlook and Explorer.
* List languages that you are fluent in.

**Interests**

* **Please complete this section.**

This section should include a brief description of what you enjoy to do in your personal time. Use it to give a sense of how you will fit into the organisation.

Include brief details of interests. If you can use your interests to emphasise your skills then so all the better for example team captain or chairperson of a local group.

**References available on request**