

PROFESSIONAL SUMMARY

Results-driven ■ Stick to facts you can easily discuss. Avoid subjective comments
Additional Information Interests: Concentrate on activities you participate in and are willing to talk about. You should highlight achievements in those activities. Eg. rather than just listing 'running' say 'running – participated in several marathons, President of the Oxford Runners Club'
Achievements: List academic or other achievements here, for example

SKILLS

Problem Solving • Team Collaboration • Communication • Time Management

PROFESSIONAL EXPERIENCE

Position at Company