

[NAME]

[Email] | [Mobile] | [Linkedin] | [Other Website] | [Location]

SUMMARY [This is your elevator pitch - Sell yourself! - introduce curiosity, if i am not curious here, why would i read on?]

This section should highlight 3 things only

- Years of experience and your areas of specialism or the area you wish to be in (e.g. 10+ years international GTM experience)
- What sets you apart (e.g. Expert in data-driven decision making and leading cross-functional teams)
- Skillset (e.g. finance systems, SQL, G suite)

EXPERIENCE [Experience is tangible, this comes first. Education comes after]

Role N (Start Date - End Date/Present)

Company Name (5 words company description - omit if necessary) | Location

- Use this exact bullet structure for every Experience
- All points should contain measurable results e.g. Delivered 10x increase in cashflow by doing x,y,z or optimized report generation time by 20% reducing FTE requirement by x days
- Simplify the complex - the reader only needs the headline
- No more than 5-7 bullets for recent experiences, any roles more than 5 years ago should ideally be summarised into 5 or less bullets
- If you are a senior leader highlight people management experience and any leadership influence
- Max 10 year work experience history. If you have worked at more than 4 companies in 10 years, e.g. 7, have 4 sections for most recent 4, and summarise the other 3 into 1 section highlight the 1 key achievement from that company

Role N - 1 (Start Date - End Date/Present)

Company Name (5 words company description - omit if necessary) | Location

Role N - 2 (Start Date - End Date/Present)

Company Name (5 words company description - omit if necessary) | Location

Role N - 3 (Start Date - End Date/Present)

Company Name (5 words company description - omit if necessary) | Location

Role N - 4/etc (Start Date - End Date/Present)

Company Name (5 words company description - omit if necessary) | Location

- Role/Company N - 5: Biggest quantifiable achievement
- Role/Company N - 6: Biggest quantifiable achievement
- Etc

EDUCATION [Keep it simple - the less experience you have, the more detail you may need to add]

- Start with professional body education e.g. ACCA, Investment Banking, etc.
- Followed by University (PHD, Masters, Bachelors <- in this order)

- Followed by School (if you are more than 10/15 years experience you can omit school completely)

OTHER [\[Higher earners, and thus high performers, do more than just their job - add it here!\]](#)

- Link to any portfolio websites/online CV, articles you publish (Relevant to your field)
- Sports teams
- Societies
- Languages you speak

KEYWORDS [\[Helps get you past the ATS\]](#)

- This section is to satisfy the ATS only. List keywords from the job description here. Max 10