**Full Name Here**

HEADSHOT PHOTO

Email: Telephone Number

**SELECTED ACHIEVEMENTS:**

**•** Minimum 3 bullet points of achievements in your career

• If you really struggle to find 3 achievements, find something from your education, volunteer work, or internships.

**CAREER HISTORY: (this should include all your previous jobs)**

**Date started – Date Finished – Job Position – Company Name**

Very short summary – 1 – 2 sentences giving a summary of the job position.

* Here you will use short bullet points giving full details of your day-to-day responsibilities
* Do not write long paragraphs
* These should be short sentences
* Include as much information about your duties as possible

**Date started – Date Finished – Job Position – Company Name**

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**Date started – Date Finished – Job Position – Company Name**

Very short summary – 1 – 2 sentences giving a summary of the job position.

* Here you will use short bullet points giving full details of your day-to-day responsibilities
* Do not write long paragraphs
* These should be short sentences
* Include as much information about your duties as possible

**EDUCATION:**

Here is your chance to list your education.

* Any formal qualifications or licenses (Accountancy, Chartered Institute Qualifications, Bar License)
* Recent educational experience (College / University)
* If you have internship experience or no work experience, please put your school qualifications

**REFERENCES AVAILABLE ON REQUEST**