**Your Name**

City/Town & Post Code | Your email address | Your mobile number

**Profile**

Provide a concise overview of your professional background, including your key skills, sector exposure, and areas of expertise. Highlight what you're seeking in your next career move and emphasise how your experience aligns with the type of role you're targeting. Keep this section brief, ideally 4-5 lines.

**Experience**

**Company Name  
Job Title | April 2023 – Present**

Give a brief summary of this role and then bullet points as below.

* Highlight your core responsibilities and major achievements in this role.
* For more detail on specific tasks or projects, use indented bullet points like this:
  + Key responsibility or project
  + Another responsibility or accomplishment
* Continue listing additional responsibilities and accomplishments relevant to the role.

**Company Name  
Job Title | April 2019 – March 2023**

Give a brief summary of this role and then bullet points as below.

* Highlight your core responsibilities and major achievements in this role.
* For more detail on specific tasks or projects, use indented bullet points like this:
  + Key responsibility or project
  + Another responsibility or accomplishment
* Continue listing additional responsibilities and accomplishments relevant to the role.

**Company Name  
Job Title** | **Employment Dates**

summary

* Responsibilities
* Responsibilities

**Education & Professional Qualifications**

* **Qualification Name** | Qualification Date
* **Qualification Name** | Qualification Date
* **Qualification(s) Name** | School Name | Qualification Date
* **Qualification(s) Name** | School Name | Qualification Date

**Skills & IT Experience**

* Talent Development; Recruitment and Selection, Employee Relations, Absence Management, HR Policy, DEI strategy
* Microsoft Office, including Excel (*Advanced*), PowerPoint (*Intermediate*), Word (*Beginner*)
* Other skill

### **Interests/Publications/Key Achievements/Volunteer**

* Hobby
* Volunteering at (x)