**Personal 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.

**CIPD Level 5 qualified**

Candidate Name

**Phone:**

Your mobile number

**E-Mail:**

Your email address

**Address:**

Full Address or Town & Post Code

# **Skills Highlights**

* Talent Development
* Employee Relations
* Recruitment and Selection
* Employee Relations & Retention Strategies
* Contract & Compliance Management
* DEI strategy
* Performance Management & Staff Development
* HR Policy

# **IT Experience**

* Microsoft Office, including Excel (*Advanced*), Word (*Advanced*), PowerPoint (*Intermediate*)
* Other skills

# **Interests / Key Achievements**

**Example:**

**Volunteering & Community Engagement** – Contributing to causes can develop soft skills like communication, leadership, and collaboration—essential in HR.

**Example:**

**Fitness & Well-being** – Staying active can support focus, resilience, and stress management—valuable in a people-focused role.

**Example:**

**Travel & Cultural Exploration** – Engaging with different cultures helps build empathy and adaptability, key for diverse workplace environments.

# **Experience**

### **Job Title**

**Company, Location| May 2024 – 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.

### **Job Title**

**Company, Location | Month Year – Month Year**

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.

### **Job Title**

**Company, Location | Month Year – Month Year**

summary

* Responsibilities
* Responsibilities

### **Job Title**

**Company, Location | Month Year – Month Year**

summary

* Responsibilities
* Responsibilities

### **Job Title**

**Company, Location | Month Year – Month Year**

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

# **References**

References available on request.