**Your Name *(if you are qualified, put the letters here)***

Town, Post Code

Tel -

Email –

LinkedIn URL

**Profile *(3 or 4 lines about your situation, experience, and the direction you are going. Write this in 3rd person for a more professional tone and make it personal to you- think how you would differentiate yourself against your peer.)***

**Educational Details *(this may need to go to the bottom of your CV depending on experience, grads/juniors at the top, experienced hirers at the bottom)***

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**2013 – Ongoing ACA / ACCA / CIMA/CIPD/ CIPS – Exams completed**

**2010 – 2013** **University of Finance**

Business Management 2:1

**2007 – 2010 FP College**

4 A levels, A-C grade

**2002 – 2007 FP Secondary School**

10 GCSEs, A-C grade

Systems – Oracle, Sage 50, Excel – basic (formulas)

**Key Skills *(avoid CV jargon i.e. a good team player, strong communication, etc. Make them personal to you and will be demonstrated in your key acheivements)***

* Conflict management
* Business partnering at all levels etc

**EMPLOYMENT HISTORY** (up to the last 10 years- no more needed)

**January 2015 – present**

**Ferox Partners Ltd**

**Job Title *(senior candidates will also want to include business sector and turnover)***

Achievements: -

* To include what the situation looked like before you tackled it, what you did to improve it, and what the end result was – try to use numbers to help showcase your achievement:
* When I joined the business they were still using a manual process that took a long time to complete XX task. I sourced and implemented a system that automated XX process, which reduced the time taken to complete the task from 5 days to 30 mins. Which meant the time saved could be re-allocated through the business on other tasks, which then in turn saved the company money.
* I noted that our pricing was out of date for our products. I completed a business plan and calculate the difference in revenue if we aligned our prices to the current marketplace. I presented this the MD and shareholders. We implemented the changes and this generated an extra 20% of revenue to the sum of £50k.

**February 2013 – December 2014**

**Ferox Partners 2 Ltd**

**Job Title**

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Achievements: -

**February 2009 – December 2012**

**Ferox Partners 3 Ltd**

**Job title**

Achievements: -

**Interests/Hobbies**

***References available upon request***

**Sneaky tips…**

* *Hiring managers review CVs for an average of 9 seconds - make it meaningful and don’t waste space on your CV with jargon*
* *Don’t worry if your CV creeps onto 3 pages – it’s not a problem (3 pages max).*
* *Focus on the last 10 years’ of your experience*
* *CV’s should be more achievement focused – don’t re-write your job specification but include your important duties and tasks in the roles so the reader can identify what you do day to day, highlight the great things you have done!*