



YOUR NAME HERE

Nationality: (state nationality here)

From: (enter city & country)

Age: (enter age here)

Email: (enter email here)

Telephone: (enter phone number here)

WORK EXPERIENCE

[WRITE YOUR CURRENT JOB TITLE] / DATES OF EMPLOYMENT EG: JAN 2019 - PRESENT / [COMPANY THAT EMPLOYS YOU & LOCATION OF JOB]

- Here write a brief description of your position and responsibilities.
- Use bullet points.
- Aim for around 4 short sentences.
- Mention the skills you have gained and accomplishments you achieved.

[See example below.]

.....
BUSINESS ENGLISH TEACHER / OCT 2015 - JAN 2019 / BERLITZ, ROME

- Taught Business English to Executive Managers of Italy's largest power company.
- Displayed exemplary grooming and customer service skills as was representing the face of the company.
- Tailored each lesson to the specific needs of the student.
- Demonstrated good organisation skills as was required to prepare lessons beforehand.

[Then continue with the rest of your previous jobs, in reverse chronological order. If you haven't had much employment, include any interns/volunteering you did, or part-time jobs when you were studying.]

EDUCATION

List your highest qualification only. Eg:

BSc (Hons) DEGREE in NURSING / OCT 2010 - SEP 2013 / UNIVERSITY OF LEEDS, UK.

PERSONAL TRANSFERABLE SKILLS

[Bullet point some of your most desirable skills - (make sure they are relevant for the job!!) and briefly state how you possess these skills. Using appropriate keywords will greatly increase your chances of getting selected by the recruiters when they scan your CV. Read below for examples]

Teamwork

- Demonstrated exemplary team-working skills whilst working as a nurse, both between colleagues and within the larger multi-disciplinary team, to provide the best service to the patients and to meet deadlines.

Communication

- Developed excellent communication skills working with a variety of patients in the hospital (adults, children, patients with learning difficulties and limited mobility and limited English).

Problem solving

- As a nurse I successfully managed various unexpected problem-solving situations encountered, where I had to think on my feet, and always remained calm whilst working under pressure in emergency situations.