

Candidate's Name

Street address, City, Region, Post Code

username@emailaddress.co.uk

0161 000 000 | 07800 000 000

OBJECTIVE

Example: To obtain a challenging project coordination position within a public sector organisation which will allow me to continue developing my project management skills, with a long term aim to progress to the role of programme or project office manager.

PROFILE

Example: A professionally trained (PRINCE2) project coordinator with experience of in-depth planning, reporting and project communications to provide a flexible, pragmatic and proactive project support service to programmes and projects.

KEY ACHIEVEMENTS

- Include 5 or 6 concise bullet points highlighting your key achievements to date
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EMPLOYMENT EXPERIENCE

- 2000-Present **COMPANY NAME, INC.** Location
Role Title, Directorate
An optional line describing company's business, to help recruiter contextualise the bullet points.& broadly describes your role
- Each bullet should describe responsibilities. Each bullet should be 1-3 lines long. Group responsibilities and activities logically to the reader
 - Proceed with additional bullets that drill down to key responsibilities, describing the activities with action verbs, using little passive tense (is, are, there is, were accomplished). Try to include numbers to quantify your achievement
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- 1999-2000 **COMPANY NAME 2 CORPORATION** Location
Role Title, Directorate
An optional line describing company's business, to help recruiter contextualise the bullet points.& broadly describes your role
- Apply same principles for developing bullets as mentioned earlier
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- 1996-1999 **COMPANY NAME 2 CORPORATION** Location
Role Title, Directorate
An optional line describing company's business, to help recruiter contextualise the bullet points & broadly describes your role
- Apply same principles for developing bullets as mentioned earlier
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SKILLS

- Add any additional skills here such as ITC skills (i.e. MS Project, MS Office etc)
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EDUCATION AND TRAINING

June 2003	UNIVERSITY OF MANCHESTER <i>MSc Project Management</i>	Manchester, UK
March 2002	MAVEN TRAINING <i>PRINCE 2 Foundation: Candidate no. P2RXXXXXX</i>	Manchester, UK
May 1996	UNIVERSITY OF MANCHESTER <i>BA (Hons) English Literature and Modernity - Grade 2:1</i>	Manchester, UK
May 1993	MANCHESTER SIXTH FORM COLLEGE <i>4 A levels: English A, History B, General Studies B, Geography C</i>	Manchester, UK
May 1993	MANCHESTER GRAMMAR SCHOOL <i>8 GCSE passes: Maths C, English Dual Award A, Science Dual Award B, Geography B, History A*, Art D</i>	Manchester, UK

HOBBIES

Details such as hobbies are good – especially if written in your personality style – it is a chance to put a human angle to the CV and inform the reader that you are not a robot and actually you do have a life as well.

REFERENCES

References available on request.