

Full name

Contact details: *(email and phone number)*

Summary statement: *"I am a ... with expertise/skill in ... looking for a role ..."*

Key expertise/skills/competency section [optional]

- Skills
- How you gained the skill
- Example/overview of experience relevant to that skill

Example:

Fundraising: Whilst at [*charity*] as [*position*] I was responsible for [*project*] using [*skills*] and achieved [...]

Professional Experience

"Organisation | Job role | permanent/temp/contract/interim | Month/Year worked"

Brief summary [optional]: *bigger picture of organisation, context of your responsibilities and deliverables*

Key responsibilities

Include details such as...

- Line management, size of team, direct reports, who you report to (e.g., board/CEO).
- Goals/deliverables of your role i.e., targets, diversifying income, growing supporter base, growing team, etc.

Key achievements

Tailor to the role you are applying for!! [read through role specification & match your achievements/skills etc to requirements]

Keep it specific & succinct: Achieved [outcome] within [timeframe] which was [within or exceeding xxx target] ...

Contextualise experience – numbers, names, etc. - if details are in public domain/you have permission.

Be clear and honest here with no ambiguity.

Speak to a previous line manager or colleagues to help jog your memory of any responsibilities/skills/experience/achievements

Other Experience and Training

- Voluntary roles [formatted in same way as professional experience]
 - Training course names | Date achieved
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Education

Institution | Subject | Result

References

"References available on request"