**Name**

Telephone Number / Email / LinkedIN profile

## PROFILE

* Who are you (recent graduate of X/An experienced Accountant with X years experience…)
* Summarise any relevant experience/key skills
* The type of work you are looking for

## RELEVANT WORK EXPERIENCE

**Job Title / Company Name / Dates From/To**

Brief detail of duties and how they are applicable to the role

**Job Title / Company Name / Dates From/To**

Brief detail of duties and how they are applicable to the role

## OTHER WORK EXPERIENCE

**Job Title / Company Name / Dates From/To**

Brief detail of duties

**Job Title / Company Name / Dates From/To**

Brief detail of duties

## EDUCATION & QUALIFICATIONS

|  |  |
| --- | --- |
| Dates From/To | Higher Education Details – include name of Institution / Programme Name / Qualification |
|  | Detail relevant modules and degree classification |
| Dates From/To | Further Education Details - include name of college, subjects studied and grades achieved |
|  |  |
| Dates From / To | Secondary Education Details – include name of school, summarise subjects studied and grades. Specify your English and Maths qualification |
|  | e.g. 9 GCSEs Grades A-C including English Language (B), Mathematics (C) |

## KEY SKILLS AND ATTRIBUTES (include 4 or 5 relevant to the job profile)

**Communication:**

Brief details of how you have developed this skill

## Organisation and Time Management

Brief details of how you have developed this skill

## Commercial Awareness

Brief details of how you have developed this skill

## Teamwork

Brief details of how you have developed this skill

## ACHIEVEMENTS

Include relevant achievements.

## INTERESTS

Include any interests relevant to the role, or which demonstrate skills applicable to the role, e.g. captaining the football team could demonstrate your leadership skills