**Smart Works CV Template**

Forename Surname | Professional Title

Address: *[●]*

Telephone: *[●]*

Email: *[●]*

Professional Profile

*Add one or two-line sentence that gives an overview of your skills and will appeal to your*

*target employers. Include any experience, skills, IT knowledge, qualifications etc. that will benefit your target employers. 3-5 lines will be about right for this section.*

Career Summary

*[MM/YYYY] – [MM/YYYY] [Company Name, Location]*

*[Role Title]*

***Outline-*** *Give a short overview of your most recent role. 1-3 lines should be enough.*

***Key responsibilities****- Detail your responsibilities and show as much of your skills and knowledge as possible*

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***Key achievements/projects****- Try to add some of your impressive achievements made that have had a big impact on the employer or a customer/client*

*

*Give lots of detail in recent roles and less in old roles as you go down the CV*

Education and Qualifications

[Qualification, grade – Institution – Year]

[Qualification, grade – Institution – Year]

References available on request