

FIRST AND LAST NAME

City

LinkedIn url

PROFESSIONAL PROFILE

In no more than four to five sentences use this space to explain an overview of career to date, what you can bring and your career aims (make these in line with the role you are applying for).

EMPLOYMENT HISTORY

Job title, company name

dates of employment

Legal Counsel, Apple

January 2014 – to date

If the company is a bit obscure, make one synopsis about what they do.

- Under your job title, outline the key responsibilities you held in bullet points
- Lead with your key skills/the skills listed in the job specification
- Include some factual information/achievements on how you positively impacted the business. For example, Negotiate a large deal? Increase company revenue? Win a court case?
- Remember to provide examples to back up any claims you make about your skills and abilities
- **Highlight** in-house secondments separately so they are clear

Job title, company name

dates of employment

- List your employment history in reverse chronological order, with your most recent job first

EDUCATION

As a general rule, put the most recent and relevant qualification first.

BA (Hons) 2:1, subject name, university name (dates of course e.g. September 2007 – July 2010)

Only add in further information if the context of your course is relevant to the role you're applying for.

A Levels (dates of study e.g. September 2005 – June 2007)

School or college name

Subject Name – grade e.g. A

Subject Name – B

Subject Name – B

GCSEs (dates of study e.g. September 2000 – July 2005)

School name

9 GCSEs, graded A* - C, including Maths, English and Science

ADDITIONAL SKILLS

- This is an opportunity to list any additional skills, qualifications or other information that makes you stand out from the crowd. For example, voluntary work.
- List all training, relevant awards and membership of professional bodies that will strengthen your application, including dates these awards were received.
- Also list your computer skills here. For example, if you can use: Microsoft Office, Adobe software, Apple programmes, JavaScript, SEO etc., now is your chance to highlight it.

Remember: you only have a two-three pages to include all of the above, so be relevant, concise and make it count.