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Lee Harding

JOB TITLE HERE

 +44746 294 1482 • email@email.com • City, Postcode/Zip

<https://www.linkedin.com/in/leeharding1/> (your LinkedIn)

In this section you want to provide a high-level overview of your professional background, your elevator pitch that will encourage the reader to continue reading. A short example might look like the below.

An experienced Product Manager with a strong track record in delivering innovation and successful partnerships across multiple business functions to provide solutions to customer focussed initiatives.

This opening summary should be no more than three short paragraphs.

**KEY SKILLS**

* Commercially Focused
* Budget Management
* Vendor Management
* Agile Coach
* Certified Scrum Master
* C-Suite Presentation

**CAREER HISTORY**

**COMPANY NAME 06/20 - present**
Job Title

Never write this section in bullet points. Use short sentences and paragraphs that make it easy for the reader. Online articles, blogs and even newspapers don’t use bullet points to tell a story, bullet points are used for lists, not story telling.

Here you want to summarise your roles and responsibilities, but also call out any projects you delivered and any accomplishments.

Don’t just talk about what you did or what you delivered, it’s important to mention how you did it. Did you collaborate with other teams or people, did you try a new method or new approach? If so, mention it.

When referencing accomplishments try to talk about them in factual terms, for example ‘improved customer retention by 20%’ is more powerful than ‘improved customer retention’, and ‘increased revenue’ is less impactful than ‘increased monthly revenue by £200,000’.

* If you wish to use bullets, use them sparingly to call out key achievements. Keep them short and use two or three only, such as the below bullet
* Reduced product fulfilment time by 15%, whilst saving the company £1M in annual shipping costs and increasing customer satisfaction score by 35%

**COMPANY NAME 09/17 – 06/20**
Job Title

Always start with your most recent employer first as this is most likely your most relevant and recent experience related to the next role you’re looking to secure.

Unless you’ve been in your most recent role for a very short time, then prior positions should be shorter and more concise on your CV, calling out only relevant or key responsibilities and achievements.

* Additional bullet points to call out a key achievement
* Successfully launched the company’s first ever online customer service portal, reducing customer wait time by 85%

**COMPANY NAME 09/17 – 06/20**
Job Title

Always start with your most recent employer first as this is most likely your most relevant and recent experience related to the next role you’re looking to secure.

Again, keep this shorter than the roles above in your CV

* Additional bullet points to call out a key achievement
* Successfully launched the company’s first ever online customer service portal, reducing customer wait time by 85%

**PREVIOUS HISTORY**

**COMPANY NAME 08/16 – 09/17**
Job Title

**COMPANY NAME 02/14 – 08/16**
Job Title

**COMPANY NAME 10/12– 02/14**
Job Title

**EDUCATION & QUALIFICATIONS**

**INSTITUTION NAME 00/00 – 00/00**
Subject/Certificate and grade

**UNIVERSITY OF LONDON 08/08 – 06/12**
Computer Science 1st Class

**INTERESTS**

Feel free to include any interests that a relevant to your role or make you stand out as an individual, e.g., charitable work, mentoring young people, learning a new language, training for a marathon.

If your interests are limited to socialising with friends, keeping fit or reading then delete this section completely as it adds no value in helping you stand out. Most employers do not notice or care if this section is missing.

**REFERENCES**

References are available on request.

(Unless your location/industry requires you to include them, which is unusual, then stick to the above sentence, if you want to include them then you can use the below format)

**REFERENCE NAME**Job Title, Company Name
email@emailaddress.com

**REFERENCE NAME**Job Title, Company Name
email@emailaddress.com