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JAMES SMITH

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Work Permits (if applicable and advantageous)

PROFESSIONAL SUMMARY

Include your main selling points in 4-5 lines: professional achievements, transferable skills, languages, expertise in functional areas. What makes you stand out as a candidate?

EDUCATION

NAME OF YOUR UNIVERSITY

CITY, COUNTRY

Bachelor, Ms, Ma according to Degree

STARTING DATE- ENDING DATE

- Relevant achievements / academic distinctions

PROFESSIONAL EXPERIENCE

COMPANY NAME

CITY, COUNTRY

Company's description with relevant information in 1-2 lines (e.g. Industry / revenue / number of employees / market leadership / int. scope)

Role you had (including functional area / seniority level)

STARTING DATE- ENDING DATE

- Please describe your experience using bullet points and C.A.R method (Challenge, action, result). Try to avoid specific jargon specially if changing industries. If ending date state, please use past tense of action verbs. Make sure to include KPIs and key achievements, try to quantify where relevant.
- e.g. Formulated banking method that decreased teller outage by 60%.
- e.g. Increased departmental sales by 25% in the first three months as manager.

COMPANY NAME

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Role you had (including functional area / seniority level)

STARTING DATE- ENDING DATE

e.g. Junior Financial Analyst / e.g. Brand Manager

- e.g. Maintained 40% net profit margin in retail sales over a two year period.
- e.g. Redesigned paint system resulting in annual savings of \$60,0000.
- e.g. Trained over 200 insurance agents in the legal, ethical, and regulatory aspects of insurance and securities sales.

LANGUAGES

English (level e.g. native, bilingual, advanced, intermediate, elementary); **Spanish** (level); **Other language you speak** (level)

OTHER INTERESTING INFORMATION

- Sports
- Volunteer experience
- Other relevant contributions and/or Associations **if interesting for your new employer**
- Digital proficiency (programming languages, MS Office etc.) – if applicable

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