

[Your full name]

[City or region] | [Professional email] | [Phone number] | [Relevant link if useful]

BLANK TEMPLATE | Replace placeholders and remove guidance before submitting

Profile

[Optional two or three lines connecting your real background and strongest evidence to the target role. Omit if not useful.]

Experience

[Actual role title] | [Organisation or clearly labelled project context]

[Month year to Month year or Present]

- [Action + relevant task + method or scope + supported result if known]
- [Second accurate example of your own contribution]

[Earlier role title] | [Organisation]

[Month year to Month year]

- [Relevant action and evidence]

Education

[Real qualification title] | [Institution]

[Completion date or expected completion date]

- [Relevant project or coursework if useful; accurate grade only if appropriate]

Projects or volunteering

[Activity title and true context] | [Dates]

- [Your contribution, tools used and verified output]

Skills

[Specific relevant tools, tasks or language ability you can demonstrate]

Reorder sections for the role. Delete sections that do not apply. Keep dates and labels honest. Follow the employer's instructions for length and file type. Do not include identity numbers or banking details.