YOUR NAME HERE

Your Key Experience Job Title *(Example Experienced Office Manager)*

**PROFILE**

Here is where you write something about yourself. What makes you great? What are your key skills? What duties do you enjoy most? Are you an analytical person? Organised? Or can you operate under pressure? Multitasker?

What kind of person are you? What kind of environment do you thrive in? What are you looking for in your next career move?

**EMPLOYMENT HISTORY**

Employer – (Dates From and To)

Job Title

List your achievements in this role first. Most jobs have similar duties so focus on the difference you made while you were there. Always use bullet points and keep it simple – full paragraphs and you may lose the attention of the reader.

*Example*

*A.N.Other Plc – 2012-2022*

*Office Manager 2016-2022*

*Customer Support Team 2012-2016*

*Key Achievements*

* *Promoted from Customer Support Team to Office Manager*
* *Sourced and Implemented switchover to new CRM software to streamline client journey and improve customer service*
* *Completed CIPD certification to relive pressure on HR Team and manage Customer Support Team effectively*

*Key Duties*

* *Managing the internal operations and systems for the smooth operation of a busy financial services office*
* *Coordinating a team of 16 direct reports, to fulfil KPI’s and encourage growth*
* *Provide ad hoc support to the Directors*

**EDUCATION & QUALIFICATIONS**

Institution Name & Qualifications (Highest First)

*Example*

*Leeds City College (Harrogate) -CIPD – Level 5 - Associate Diploma in People Management*

*Leeds Beckett University - Ba (Hons) Business Finance 2:1*

*Freestone High School – A-levels English (B) Economincs (B) Maths (A)*

*GCSE’s English, Maths, French, Economics, Business Studies, (etc)*

**SOFTWARE PROFICIENCIES**

Software & Levels

*Example*

*Microsoft Office 365 – Word (Advanced) Excel (Intermediate) Outlook (Advanced) Teams (Advanced) Powerpoint (Basic) OneDrive (Basic) OneNote (Basic) Delve (Basic)*

*Sage – Sage 500 (Advanced) Sageline 150 (Advanced) Sage Payroll (Intermediate)*

*Kerridge (Advanced)*

*Adobe – Photoshop (Basic) In-Design (Advanced)*

*SAP – Advanced*

Why is this important? – Uploading your CV online will alert recruiters to your presence and they will use keywords to search for the right person.

**PERSONAL INTERESTS**

Optional but be interesting! Don’t write something for the sake of it.