

FIRST NAME LAST NAME

Address

☎ Phone ✉ email

Date of Birth:

PROFESSIONAL SUMMARY

[Type professional summary]

REFEREE DESCRIPTIONS

“Lisa is a highly-skilled, highly-motivated person. She makes things happen. When you employ her, you get someone who will always go the extra mile for your company. I can’t recommend her highly enough” –
AN Other, ABC Co. Ltd.

KEY ATTRIBUTES & ACHIEVEMENTS

- {Type Key Attribute or Achievement}
- {Type Key Attribute or Achievement}
- {Type Key Attribute or Achievement}

PROFESSIONAL EXPERIENCE

[Start Month Year – End Month Year]

[Type the company name]

Position: [Type the job title]

- [Type job responsibilities]
- [Type job responsibilities]

[Start Month Year – End Month Year]

[Type the company name]

Position: [Type the job title]

- [Type job responsibilities]
- [Type job responsibilities]

[Start Month Year – End Month Year]

[Type the company name]

Position: [Type the job title]

- [Type job responsibilities]
- [Type job responsibilities]

EDUCATION & QUALIFICATIONS

[Type College / University / Institute Name] Start YYYY – End YYYY
State, City *[Type the degree]*

[Type College / University / Institute Name] Start YYYY – End YYYY
State, City *[Type the degree]*

[Type College / University / Institute Name] Start YYYY – End YYYY
State, City *[Type the degree]*

HOBBIES & COMMUNITY INVOLVEMENT

- [Type interests& achievements]
- [Type interests& achievements]
- [Type interests& achievements]

REFEREES

[Type reference Name], [Type reference designation] Tel:
[Type reference company, state and city]

[Type reference Name], [Type reference designation] Tel:
[Type reference company, state and city]