

Candidate name

Resume

Professional summary

A brief, 2-3-sentence introduction that includes the number of years in the field (leave it out if under 1 year), specialization (or strongest skill if not specialised yet) and the most recognisable company names (or industry of interest if no strong employer yet).

NOTE: This is not a 'set it and forget it' task. It's important to review it based on the callback rate and the types of offers it attracts. Different summaries may be necessary when targeting different industries or positions.

Positions

Current position title [or main responsibility/role if the title provided by the company is not relevant to the targeted position]

Company name | Location | Date of employment or contract from - to

A succinct, 1-2 sentence overview of the company/product, maturity stage, industry, and team size, as well as your role within the team.

NOTE: If the current position is not relevant to the targeted role, include a project (or case study) above it as the first item right after the professional summary to reinforce its content. To justify the pivot, list only the transferable skills and relevant activities from your current job.

NOTE 2: The candidate's last 5 years or last 3 positions are the most significant, and everything after that is considered a step stone in their current CV. Accordingly, earlier positions are commonly introduced by title only, with a single sentence of summary if necessary.

A list of your activities and achievements **[Note: not more than 3-5]**

- The wording must be consistent with the wording of a job description.
- Highlighting both individual contributions and team collaboration with a good balance of 'I' and 'We'.

- Be specific, avoid broad terms and multifaceted expressions.
- Avoid acronyms and industry-specific jargon.
- Tools should only be mentioned at the end of the list.

Previous position title [or main responsibility/role if the title provided by the company is not relevant to the targeted position]

Company name | Location | Date of employment or contract from - to

A succinct, 1-2 sentence overview of the company/product, maturity stage, industry, and team size, as well as your role within the team.

A list of your activities and achievements [Note: not more than 2-4]

- One
- Two
- Etc.

Previous position title [or main responsibility/role if the title provided by the company is not relevant to the targeted position]

Company name | Location | Date of employment or contract from - to

1-2 sentence summary of what was the company/product type, stage, industry and team size, along with the goal of your position within the team. If the position was earlier than 5 years, summarise your responsibilities in a couple of sentences.

Very early position title [or relevant internship or charity work]

Company name | Location | Date of employment or contract from - to

Very early position title [or relevant internship or charity work]

Company name | Location | Date of employment or contract from - to

Related memberships/design activities [if any]

- **Member at Association**

Location / [web address](#)

- **Guest blogger at Magazine**

Location / [web address](#)

Education

- **Course title [or main topic that is related to the targeted position]**

Institution name | Location | Date

NOTE: On entry-level or role-shifting, a 1-2 sentence summary can be added about the focus of the study and the skills gathered. For professionals with around 5 years of experience, this is simply a list, as education loses importance as their industry experience increases.

- **Course title [or main topic that is related to the targeted position]**

Institution name | Location | Date

- **Course title [or main topic that is related to the targeted position]**

Institution name | Location | Date

Additional skills [only if relevant to the targeted position]

- Language skill
- Relevant life skill

Honors and awards [if any]

- Name of the honor | Name of the institution | Date
- Name of the honor | Name of the institution | Date
- Name of the honor | Name of the institution | Date
- Name of the honor | Name of the institution | Date
- Name of the honor | Name of the institution | Date