

NAME AND SURNAME

JOB TITLE

PROFILE

This section is your elevator pitch.

You want to provide an overview of your professional background that will spark the attention of the Hiring Manager and highlight key areas of focus, experience and success.

Keep it short and to the point.

Areas to include:

- Experience (start-up, if you have any), name drop key companies worked for and main impact created here.
- Area of passion - candidate experience, DE&I etc.
- Strengths - Whether that be leading on initiatives, optimizing candidate experience, leveraging data etc.

WORK EXPERIENCE

YEAR - PRESENT

Company name, Location (i.e. London)

Job Title

- Recent employer always goes first. Here is where you will include most of your relevant experience related to the next role you will secure.
- Highlight key achievements (i.e. Successfully improved Diversity of hire by X % through.....)
- Led on X initiatives
- Hires made/ Business units covered/impact created etc.

YEAR - PRESENT

Company name, Location (i.e. London)

Job Title

- Recent employer always goes first. Here is where you will include most of your relevant experience related to the next role you will secure.
- Highlight key achievements (i.e. Successfully improved Diversity of hire by X % through.....)
- Led on X initiatives
- Hires made/ Business units covered/impact created etc.



Wherever you can, use data to back up your statements re the impact you have made to an org. Not only does this demonstrate a tangible impact, it adds credibility to your claims. For example, Reduced time-to-fill by 25% within a 3-month period.

XXXXXXXXXXXX

email@email.com

Location

LinkedIn

KEY SKILLS

- Candidate Experience
- DE&I Sourcing initiatives
- Employer Branding
- Data Driven Recruitment
- Agile Methodologies
- Stakeholder Management ETC.



These will vary from person to person. Make sure to focus on those skills relevant to the opportunity at hand, both soft and hard skills.

KEY ACHIEVEMENTS

- Achieved a 30% increase in hiring efficiency by implementing streamlined recruitment processes and leveraging technology solutions.
- Reduced average time-to-fill for open positions from 45 days to 30 days, improving overall recruitment cycle time by 33%.



This section is not essential, however, is a great way to capture all key achievements in one sub-section of your CV. Alternatively, you could use this section to detail:

- Industries covered
- Systems/tools used
- Regions hired within

YEAR - PRESENT

Company name, Location (i.e. London)

Job Title

- More historic roles only require small detail. Of course, this depends on it's relevance to the role your applying for.

YEAR - PRESENT

Company name, Location (i.e. London)

Job Title

- More historic roles only require small detail. Of course, this depends on it's relevance to the role your applying for.

EDUCATION & QUALIFICATIONS

YEAR - YEAR

INSTITUTION NAME

Qualification received

YEAR - YEAR

INSTITUTION NAME

Qualification received



Include any courses relevant here, as well.

INTERESTS



This section is to shine light on who YOU are. Personality is always key and you want to stand out.

- Have you engaged in any charity work?
- Have you learnt a new language?
- Do you have any hobbies?
- Do you listen to any podcasts that may be relevant to your role?
- Attended or led any networking events?