

[Optional photo]

CONTACT

[Email]
[Phone]
[City, Country]
[Professional profile, optional]

SKILLS

[Relevant skill]
[Relevant skill]
[Relevant tool]

LANGUAGES

[Language — proficiency]
[Language — proficiency]

CERTIFICATIONS

[Certification]
[Issuer and date]

[Full name]

[Professional title or target role]

SUMMARY

[Two or three concise lines about your real experience, strengths and the role you are applying for.]

WORK EXPERIENCE

[Job title] — [Employer]

[Location] | [Start date–End date or Present]

- [Relevant responsibility and what you contributed.]
- [Verified achievement; add figures only if accurate.]

[Previous job title] — [Employer]

[Location] | [Start date–End date]

- [Relevant responsibility or verified achievement.]

EDUCATION

[Qualification] — [Institution]

[Start date–End date or expected completion]

[Relevant coursework or achievement, optional]

PROJECTS OR VOLUNTEERING

[Project or organisation] | [Date]

[Your contribution, skills used and what you produced.]

Replace all bracketed text. Delete unused sections and this instruction. To add your photo in Word, right-click the placeholder image and choose Change Picture. Delete the image and its label if you prefer no photo.