

YOUR NAME

17 Really nice house • Nice street • Town • County / State • Zip / Post Code
Tel Home • 02222 5555 • Mobile 07911 222 333
Email • yourname@youremail

OBJECTIVE

Assistant Marketing position that utilises my writing, communications, and creative skills, to make a positive contribution to the organisation (example 1)

Experienced business professional with highly developed training, and presentation skills following passion to develop successful new teaching career in progressive secondary school environment (Example 2)

SUMMARY (optional includes Objective within summary)

Commercially savvy management accountant turned Prince accredited SAP Project Manager. A passionate, mentor, leader and team-builder, currently in the first year of a self funded MBA, seeking International SAP Project Management role

- Expert in SAP financial
- 8 SAP Implementations, Budgets up to £3m, Team sizes up to 35
- Presented to the European SAP finance forum, Munich 07 “Realising the benefits”
- Published 5 articles on SAP Financial modules in various specialist publications

KEY SKILLS (best used after very short objective statement such as example 1 and with either the selected achievements or detailed Career History)

- | | | |
|-------------------|--------------------|-----------------|
| • Charismatic | • Analytical | • Example skill |
| • Determined | • Photoshop expert | • Example skill |
| • Goal orientated | • Example skill | • Example skill |

SELECTED ACHIEVEMENTS

- Successful track record of transforming underperforming operations, including rejuvenating worst performing team to 2nd nationally within six months. – Need to add tangible measures!
- Strong attention to detail and analytical skills proven through 35% improvement in audit ratings for all operations under management; eradicated levels of returned files by 15% due to enhanced accuracy, quality and attainment of compliance requirements.
- Exceptional technical, financial and compliance expertise demonstrated through performance improvements, consistent achievement of business objectives and development of high performing teams.
- Proven leadership skills having managed, developed and coached 3 managers and teams who have subsequently achieved promotions and exceeded business performance targets.

CAREER HISTORY (with selected achievements detailed – add as many roles as required)

2004 to 2008, Company, Position, Location

- Brief description of your responsibilities – Again using dynamic doing verbs describing objective in quantifiable language where possible; Skills / methodology used
- And outcome again in quantifiable language. If listed above in achievements don't simply repeat yourself – rewrite in a different way adding detail to the achievements summary

CAREER SUMMARY (If you have extracted all the most reader relevant information to use in your previous summary or achievements section, you can use this format to reduce space)

2004 - 2008 Company Name and Position - brief description of responsibilities

2002 - 2004 Company Name and Position - brief description of responsibilities

1998 - 2002 Company Name and Position - brief description of responsibilities

1994 - 2002 Company Name and Position - brief description of responsibilities

EDUCATION & QUALIFICATIONS (This section may need to be raised to directly under your name, address and contact details if your education is relevant to the role, or if you have very little career experience)

- School, college, dates
- Qualifications
- Accreditations
-

THOUGHT LEADERSHIP (If it's relevant to your new career this should be in your achievements the top of the document, otherwise list briefly as in this example)

- Published work - Title - brief description
- Speaking engagement - Event, title and brief description

PERSONAL DETAILS (You only need add personal details your comfortable with, don't put age, gender, religion etc)

Married with 2 children • Clean Driving licence • interest passionate marketer for local charity

This template offers a few formatting options for constructing a Career Change CV / Resume.

The objective is to give the reader what they are looking for as early in the document as possible.

Namely the transferable skills they need combined with your clear objective to fulfil the role.

You can experiment with your specific format preferences until you are happy.

Input your specific details, delete all the red text, and experiment to see if you prefer centred or aligned left text for example.

Or if you prefer extracting or your skills and achievements from the career history section in favour of putting them under a key skills & achievements heading underneath your object or summary statement.

I hope this template proves helpful

Kind regards

Richard Penfold <http://www.sentient-recruitment.com>