**[Add your Name]**

[Add your Address]

[Add your Phone Number

[Add your Email Address]

**Personal Profile**

[Here’s where you can write a little about yourself as a person. Try to keep it to a 3 – 4 lines]

**I.T. Knowledge & Skills**

Methodologies: [Add anything like Agile methodologies, Scaled Agile methodologies etc]

Software Packages: [List the software packages you know how to use. Prioritise specialised tools like Visio, Jira etc and leave Microsoft 365 to the end]

Skills: [List what you can do here. That may be BPMN, SQL, Customer Experience, Wireframes. Ideally this will align with the skills listed in the job you’re applying for]

**Employment History**

**[Job Title]** *at*[Company you worked for]– [Date from] – [Date to]

Achievements

* [Bullet point list of the things you have completed, don’t be shy and where possible include the methods you used to achieve them. Stuff like establishing a new way of working that improved quality of output. If you have any measurable metrics, be sure to include them too].

Responsibilities

* [Bullet point list of the things you had to do on a day-to-day basis. Writing User Stories is an example. Again, any measurable metrics are always good to include]

**[Job Title]** *at*[Company you worked for]– [Date from] – [Date to]

Achievements

* [Bullet point list of the things you have completed, don’t be shy and where possible include the methods you used to achieve them. Stuff like establishing a new way of working that improved quality of output. If you have any measurable metrics, be sure to include them too].

Responsibilities

* [Bullet point list of the things you had to do on a day-to-day basis. Writing User Stories is an example. Again, any measurable metrics are always good to include]

**[Job Title]** *at*[Company you worked for]– [Date from] – [Date to]

Achievements

* [Bullet point list of the things you have completed, don’t be shy and where possible include the methods you used to achieve them. Stuff like establishing a new way of working that improved quality of output. If you have any measurable metrics, be sure to include them too].

Responsibilities

* [Bullet point list of the things you had to do on a day-to-day basis. Writing User Stories is an example. Again, any measurable metrics are always good to include]

**[Job Title]** *at*[Company you worked for]– [Date from] – [Date to]

**[Job Title]** *at*[Company you worked for]– [Date from] – [Date to]

**[Job Title]** *at*[Company you worked for]– [Date from] – [Date to]

**[Job Title]** *at*[Company you worked for]– [Date from] – [Date to]

**Education and Qualifications**

* [Bullet point list of your certificates and education. The more experience you have, the less important this section gets and you can reduce this to create space and just leave the really important points

**Hobbies and Interests**

[Pretty much as the title suggests, any hobbies and interests go here to give them an idea of who you are as a person. This should be a really small section and reduce it as required to keep you within the 2 page limit you should be trying to keep to]