

NAME LAST NAME

Occupation

in

Phone

Email

Location

EDUCATION

XYZ University

Master of Business Administration,
2006

ABOUT ME

Brief section summarising your career: Key work experience (titles held), skills, and career aspirations, plus any major achievements // **bold** impactful phrases to command extra attention

CERTIFICATIONS

Internal Training Programmes

University of Life, 2009

Legislative Drafting Certificate

University of ABC, 2007

PGDip Economics Level 1

INDUSTRY FORUMS

Board Member and Deputy Chairperson*

xyz Board
*Since 2024

Chairperson* and Member of the Board of Governors

123 Board & xxx Committee Member
2018 - 2023

Board Member

123 Chairperson
2013 - 2017

Board Member

xxx
2011 - 2012

WORK EXPERIENCE

Job Title

Company

Month and Year - Month and Year

Brief description of the role and responsibilities, using action-oriented words. Bold certain more important sections to draw attention // do NOT list KPIs

Add key achievements or projects worked on:

- x
- x
-

Job Title

Company

Month and Year - Month and Year

Brief description of the role and responsibilities, using action-oriented words. Bold certain more important sections to draw attention // do NOT list KPIs

Add key achievements or projects worked on:

- x
- x
-

SKILLS

Functional

- *Strategic Leadership and Management*
- *Business Development and Growth*
- *Financial Analysis and Management*
- *Regulatory Compliance and Risk Management*
- *Cross-functional Team Leadership*
- *Project Management*
- *Stakeholder Engagement and Communication*
- *Innovation and Digital Transformation*
- *Mergers and Acquisitions (M&A)*
- *Joint Venture Management*
- *Energy Sector Expertise*
- *IT Systems Design and Implementation*
- *Problem Solving and Analytical Thinking*
- *Policy Development and Legislative Analysis*
- *Corporate Governance and Internal Controls*

Interpersonal

- *Leadership and Team Building*
- *Negotiation and Persuasion*
- *Effective Communication*
- *Conflict Resolution*
- *Emotional Intelligence*
- *Adaptability and Flexibility*
- *Cultural Awareness and Sensitivity*
- *Networking and Relationship Building*
- *Problem-solving and Pragmatism*
- *Coaching and Mentoring*
- *Strategic Thinking and Visioning*
- *Collaboration and Teamwork*
- *Influential Presentation Skills*

REFERENCES

Available upon request

WORK EXPERIENCE CONTINUED



Job Title

Company

Month and Year - Month and Year

Brief description of the role and responsibilities, using action-oriented words. Bold certain more important sections to draw attention // do NOT list KPIs

Add key achievements or projects worked on:

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-



Job Title

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Month and Year - Month and Year

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Job Title

Company

Month and Year - Month and Year

Brief description of the role and responsibilities, using action-oriented words. Bold certain more important sections to draw attention // do NOT list KPIs

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- x
-



Job Title

Company

Month and Year - Month and Year



Job Title

Company

Month and Year - Month and Year

NAME LAST NAME

Headline

in

Phone

Email

Location

Dear Hiring Manager,

Introduction and Expression of Interest // Example prompts:

- Express enthusiasm for the position and organisation's industry
- Highlight admiration for the organisation's commitment to ethics / DE&I, and or focus on workplace culture, indicating the alignment of your personal values towards that of the organisation
- Establish confidence in your relevant experience and skill set, suggesting a strong fit for the role

Demonstrating expertise and track record // Example prompts:

- Emphasise recent and tangible wins i.e., established an Analytics function, greatly enhancing the organisation's ability to make effortless data-driven decisions
- Example 2: Provide credentials showcasing your experience in elements mentioned in the job spec i.e., successfully launched four disruptive products to market, under-budget
- Example 3: Add more evidence to requirements listed in the job spec, relevant to your skill set and experience

Highlighting Leadership and Team Success // Example prompts:

- Note achievements from your most recent role, in particular about how you led or mentored team members and improved morale (as an example)
- Reference some of your previous experiences, reinforcing some key leadership skills required from the job spec i.e., strategic planning and execution skills

Confidence and Willingness to Engage // Example prompts:

- Express confidence in your capacity to lead and inspire teams to reach ambitious objectives.
- Communicate a strong motivation and results-oriented mindset, along with a passion for innovative marketing strategies.
- The closing statements invites further discussion about your potential contribution the Organisation, indicating eagerness to explore the opportunity further.

Thank you for your time and consideration.

Sincerely,

Name and Last name

RECOMMENDATIONS:

Add-in from LinkedIn i.e.,

"X always puts the customer at the center of every strategy."

VP of Brand Marketing, X Org