SOPHIA
WILLIAMS
YOUR PROFESSION



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EDUCATION

DEGREE / DIPLOMA NAME

Major | Grade

University or College Name

20YY – 20YY

DEGREE / DIPLOMA NAME

Major | Grade

University or College Name

20YY – 20YY

SKILLS

Make these relevant to the job role

- Critical Thinking
- Analytical and Detail Oriented
- Presenting & Pitching
- Content Development

PROFILE

Your profile is one of the most important parts of your resume. This section should give a concise summary of your career to date (5 sentences max). This will be one of the first sections your future employer/recruiter will see, and you don't want it to be the only one! Your profile needs to capture their attention and get them to keep reading your whole CV. One final tip; It is usually easiest to write this part last!

WORK EXPERIENCE

YOUR JOB TITLE / POSITION

Company | mm/yy – mm/yy

Summary of your role in the position. Detail your role, responsibilities and, importantly, highlight your achievements. List your roles chronologically, starting with the most recent first. Use bullet points to summarise your accomplishments and key experience you want to highlight

- Include skills and requirements which match the job description of the position you are applying for
- Emphasize your achievements and focus on results – try and use quantifiable data to back this up where possible
- Keep each bullet point concise and clear and remember to proofread everything

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