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| **Sarah Baker**  IT Consultant  **Contact Details**  07777 000000  sarah@baker.co.uk Edinburgh, UK  **Skills**   * List your skills * Example * Example * Example | Professional Profile  Add a punchy one or two line sentence that sums you up and will appeal to your target employers and recruiters.  Give a high-level overview of your IT career, including skills, industries, and any notable achievements.  Career Summary  **mmm yyyy – Present Company Name, Location**  **Role Title**  *Outline*  Give a high-level overview of the role to show how you fit into the company. Include an overview of your responsibilities.  *Key responsibilities*   * Detail all of your responsibilities and showcase as much of your skills and knowledge as possible * Use professional language and show how your duties impact the company * Give lots of detail in recent roles and less in old roles as you go down the CV * xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx * xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx * xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx * xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx * xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx * xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx * xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx   *Key achievement/projects*   * Try to add at least one example of a project you have been involved in   **mmm yyyy – mmm yyyy Company Name, Location**  **Role Title**  *Outline*  Give a high-level overview of the role to show how you fit into the company. Include an overview of your responsibilities.  *Key responsibilities*   * Detail all of your responsibilities and showcase as much of your skills and knowledge as possible * Use professional language and show how your duties impact the company * Give lots of detail in recent roles and less in old roles as you go down the CV * xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx   *Key achievement/projects*   * Try to add at least one example of a project you have been involved in   Education and Qualifications   * **Qualification, grade –** Institution – Year * **Qualification, grade –** Institution – Year * **Qualification, grade –** Institution – Year |