**Clive Woods | Office Manager**

**Location: xxxxxxx**

**Telephone: xxxxxxxxxxx**

**Email: xxxxxxxxxxxxx**

Professional profile

Add a punchy one or two-line sentence that gives a high-level overview of your skill set and will appeal to your target employers and recruiters.

Here expand upon the above with a more detailed summary of what you do – include industry experience, skills, IT knowledge, qualifications etc. and try to show how your work benefits your employers. 3-5 lines will be about right for this section.

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 organisation and what the overall goal of your role is. 1-3 lines should be enough.

*Key responsibilities*

* Detail your responsibilities and showcase as much of your skills and knowledge as possible
* Use professional language and show how your duties impact the business where possible
* Give lots of detail in recent roles and less in old roles as you go down the CV
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
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*Key achievements/projects*

* If possible, try to add some impressive achievements you’ve made that have had a big impact on the employer or a customer/client
* Use numbers to quantify these achievements if you can (e.g. sold 100 units in 1 month)

**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 organisation and what the overall goal of your role is. 1-3 lines should be enough.

*Key responsibilities*

* Detail your responsibilities and showcase as much of your skills and knowledge as possible
* Use professional language and show how your duties impact the business where possible
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* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

*Key achievements/projects*

* If possible, try to add some impressive achievements you’ve made that have had a big impact on the employer or a customer/client

**Mmm yyyy – mmm yyyy Company Name, Location**

**Role Title**

*Outline*

As you progress down the CV to old roles, it’s best to summarise the roles in 1-3 lines.

**Mmm yyyy – mmm yyyy Company Name, Location**

**Role Title**

*Outline*

As you progress down the CV to old roles, it’s best to summarise the roles in 1-3 lines.

(If you have lots of really old roles then you can just list them like below)

**Mmm yyyy – mmm yyyy Company Name, Location**

**Role Title**

**Mmm yyyy – mmm yyyy Company Name, Location**

**Role Title**

**Mmm yyyy – mmm yyyy Company Name, Location**

**Role Title**

**Mmm yyyy – mmm yyyy Company Name, Location**

**Role Title**

Education & qualifications

* **Qualification, grade –** Institution – Year
* **Qualification, grade –** Institution – Year
* **Qualification, grade –** Institution – Year

References available on request