YOUR NAME

JOB TITLE

**[m]** +64 217 7777 **[e]** yourname@yahoo.co.nz

**[LinkedIn]** www.linkedin.com/in/your-name-6758543/

|  |
| --- |
| **Professional Profile** |

Description of self – your pitch (5-8 lines)

|  |
| --- |
| **Career Objective** |

Going forward what are you looking for … (2-3 Short Sentences)

|  |
| --- |
| **Skills** |

*(Below are some examples of skills with descriptors – to be replaced with your key skills and a description of your understanding of each – to be deleted when editing)*

**Leadership Skills**

Has the ability to manage and lead individuals, teams and organisations. Looks to empower others and help them reach their full potential.

**Strategic and Business Planning**

Creates vision and translates this into outcome orientated strategic action plans.

**Transformation and Change**

Proven track record of delivering sector-wide and organisational transformation and change.

**Financial Efficiency and Effectiveness**

Has significant experience in driving efficiency and effectiveness improvements without compromising quality.

**Relationship Management**

Considerable strengths in building and maximising working relationships across all levels through being clear, transparent and approachable.

**Outcome Orientation**

Proven experience in leading and delivering large scale, complex programmes of work with innovation, resulting in new ways of working and improved outcomes for the organisation.

|  |
| --- |
| **Career History** |

*(Complete the table below adding or removing rows as required – to be deleted when editing)*

|  |  |  |
| --- | --- | --- |
| **Company** | **Role** | **Duration** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Relevant Work Experience** |

|  |
| --- |
| **Company**  Brief description of the company  *Staff Managed: Direct and Indirect (if relevant) – to be deleted when editing*  *Budget (if relevant) –* *to be deleted when editing* |

|  |  |
| --- | --- |
| **Job Title 1** | **Dates** |

**Role Description:**

* Give information to reflect highlighted responsibilities and key deliverables of the role

**Key Achievements:**

* Mention a few of your key achievements which would be relevant to the role applied for

|  |
| --- |
| **Company**  Brief description of the company  *Staff Managed: Direct and Indirect (if relevant) – to be deleted when editing*  *Budget (if relevant) –* *to be deleted when editing* |

|  |  |
| --- | --- |
| **Job Title 2** | **Dates** |

**Role Description:**

* Give information to reflect highlighted responsibilities and key deliverables of the role

**Key Achievements:**

* Mention a few of your key achievements which would be relevant to the role applied for

|  |
| --- |
| **Company**  Brief description of the company  *Staff Managed: Direct and Indirect (if relevant) – to be deleted when editing*  *Budget (if relevant) –* *to be deleted when editing* |

|  |  |
| --- | --- |
| **Job Title 3** | **Dates** |

**Role Description:**

* Give information to reflect highlighted responsibilities and key deliverables of the role

**Key Achievements:**

* Mention a few of your key achievements which would be relevant to the role applied for

|  |
| --- |
| **Education** |

*(Tertiary education details only – to be deleted)*

**Bachelor of Arts**, Victoria University, Wellington, New Zealand, Dates

Brief description if necessary

|  |
| --- |
| **Professional Courses and Training (Industry Related Contributions/Memberships)** |

**Name of course or training**, Institution, City, Country, Dates

Brief description if necessary

|  |
| --- |
| **Community/Social Interests and Other Involvements** |

**Name** (Current) - Description

**Name** (Dates) - Description

**Name** (Dates) - Description

|  |
| --- |
| **Professional Referees** |

Referee contact details available upon request.