First name Surname

Preferred email, contact number

Professional experience

Company name, Job title Month/Year
City, Country

- This is your opportunity to introduce yourself and leave a positive first impression
- Your CV should highlight two things in particular, career progress and leadership capability
- Use bullet points vs a paragraph of text when describing your job function and responsibilties

Company name, Job title Month/Year
City, Country

- Start bullet points with action verbs such as achieved, exceeded, innovated, reduced, streamlined
- Provide details of accomplishments and contributions and illustrate further using qualitative data
- When listing your professional experience, follow the reverse chronological order so your current professional experience gets the utmost attention

Company name, Job title Month/Year
City, Country

- Be as accurate as possible. Don't make things up or embellish your accomplishments, level of responsibility, or skills
- Limit your CV to a maximum of 2 pages
- Double check for spelling and grammatical errors before sending

Education & professional qualifications

Month/Year	University attended City, Country	Degree/qualification obtained

Additional information

Interests
We are looking for well-rounded individuals, and not only professionals who have no interests beyond their work. Write about interests or volunteer work you have participated in, mentioning any leadership positions held

Nationality
List your nationality/dual nationality and if applicable list your work authorisation

Languages
Add any languages spoken other than English