### **Name**

**Mobile** or **Landline**

Address Road ♦ Address 2 ♦ Town/District ♦ Postal/Zip code

Your email address

**Personal Profile**

**Who you are and what you do, directly linked to the requirements of the role.**

CIPD qualified HR Director with over 12 years’ experience of developing strategic HR shared services. Personable, down to earth with the gravitas to motivate multi-location support teams. Extensive knowledge of manufacturing. Thrives in a changing environment.

**Key Skills**

**Use a relevant competency or skill as a heading (pick the main ones relevant to your role, e.g. Leadership, Budget Management, Planning and Organising etc. Your aim here is to be able to have around 6 headings which span the breadth of your role)**

**Recruitment**

* Developed in-house recruitment function, which reduced agency spend from £500k to £35k in one year.

**Assessment**

* Design and facilitated aspiring manager assessment centres to identify high potential and aid succession to management level posts. 75% of attendees were promoted within 12 months and staff turnover with the pipeline group reduced by 40%.
* Detail your key achievements in this area
* Try to avoid duplicating, pick your biggest achievements and try and show breadth and depth across your career. To start you can list them all down, then narrow any duplication by removing the smaller achievements.

**Career History**

Simply list dates, job titles and employers. Everything else should have been covered within your achievements above

**Sept 2XX-Sept XXXX Job title and Name of Organisation**

**Sept 2XX-Sept XXXX Job title and Name of Organisation**

**Sept 2XX-Sept XXXX Job title and Name of Organisation**

**Qualifications/Professional Memberships**

**20XX-20XX Name of Establishment Outcome e.g. 2:1 state subject**

Note: If a professional qualification is asked for, move this section to the first page, otherwise leave on the second). Remove irrelevant detail.

**Additional information**

* Full current, clean driving licence
* Hobbies include XX

Your CV/resume overall should be no more than 2 pages and tailored **every time without fail!**