### **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, linked to the requirements of the role**

CIPD qualified HR Director with over 12 years’ experience of setting up strategic HR shared services. Personable, down to earth, with the gravitas to motivate multi-location support teams. Extensive knowledge of manufacturing and complex trade union negotiations. Thrives in an environment of continual change, well-suited to plc environments.

**Recent Achievements**

* Developed in-house recruitment function, which reduced agency spend from £500k to £35k in one year.
* Detail your key achievements – the ones most relevant to the role you are applying for
* Try to avoid duplicating, try and show breadth and depth across your career.

**Recent Assignments**

List timescales, job titles and employers

**1 year Job title and Name of Organisation**

**9 months Job title and Name of Organisation**

**Qualifications/Professional Memberships**

Fellow Member of the Chartered Institute for Personnel and Development

2000-2004 University of Manchester 2:1 Masters in Strategic Human Resource Management

Add any relevant qualifications that support your credibility here. Remove irrelevant details

**Additional information**

Not essential on an interim CV

* 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!**