### **Name**

**Mobile** or **Landline**

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

Your email address

**Personal Profile**

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 and complex trade union negotiations. Thrives in a changing environment.

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

**Career History**

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

* Key accomplishments (where did you add value? What was the outcome?)

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

* Introduced a new shift system across 8 sites nationally, 400 employees. This reduced overtime costs from £X to £Y
* 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.

**Qualifications**

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

Note: If a professional qualification is asked for, include that on the first page or move this section there. Otherwise leave on the second). Only include relevant qualifications/education.

**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!** Don’t be tempted to squash things up or reduce the font size, it should be easy to read with enough white space to make it look appealing.