First Name Last Name

Contact Number   Email address   Location

Profile

A profile should be written in third person. No (I's) or (me). Address the candidate by their first name. For example.

Emma is a versatile and very successful PROJECT MANAGER with a wealth of technical and commercial skills acquired across a wide range of demanding roles with over 10 years' experience within the insurance and commodities sector. Now seeking next challenging and rewarding opportunity to demonstrate substantial abilities and make an effective contribution in a successful, end user focused team.

Employment History Example

Job Title , Employer
FEBRUARY 2020 — PRESENT

Description of daily duties and achievements

- Provided superior customer service to clients by addressing all questions and concerns.
- Fostered a high rate of returning clients due to optimal customer service and outstanding graphic design services.
- Worked with Customer Service and Product Development departments to enhance overall customer experience.
- Provided top of the line customer service

Job Title , Employer
JANUARY 2019 — JANUARY 2020

Job Description Example

- Helped to meet and exceed quarterly goals.
- Remained proactive and constantly took initiative to achieve desired outcomes.
- Worked to represent the company in a positive and enthusiastic manner.

Job Title , Employer
FEBRUARY 2015 — FEBRUARY 2019

- Served as a friendly, hardworking, and punctual employee.
- Organized and prioritized work to complete assignments in a timely, efficient manner.
- Worked to achieve high customer satisfaction rates by providing optimal customer service and creative work.
- Helped to increase customer return rates by providing excellent customer service at all times.

Further Information

Transport
Availability
Salary expectations

Achievements
List achievements

Skills

List skills

Hobbies

List Hobbies

Education

Degree , University

SEPTEMBER 2003 — MAY 2006

BA Business Studies - Grade

School

A Levels and GCSE'S

References

Referee Name from Company

Email · Phone

Referee Name from Company

Email · Phone

Courses