Summary This is your elevator pitch where you have just a few lines of text to sell yourself to a potential employer. Try to keep it brief and to the point. For some great examples of personal summaries, visit:[How to sell yourself in 25 words or less](https://www.seek.com.au/career-advice/article/how-to-sell-yourself-in-25-words-or-less).

Career history Role Title at Company Name

 Month YYYY – Month YYYY

 Overview of role in 1 to 2 lines

 Key responsibilities

* Insert 2 to 3 key responsibilities

 Achievements

* Insert 2 to 3 key achievements

 Role Title at Company Name

 Month YYYY – Month YYYY

 Overview of role in 1 to 2 lines

 Key responsibilities

* Insert 2 to 3 key responsibilities

 Achievements

* Insert 2 to 3 key achievements

Education Course or qualification from Institution Name

 Graduated YYYY

 Course or qualification from Institution Name

 Graduated YYYY

Key skills Skill one, Skill two, Skill three, Skill four, Skill five, Skill six, Skill seven, Skill eight, Skill nine, Skill ten

References Available upon request