



[FULL NAME]

[TARGET ROLE] · [PHYSICAL ADDRESS] · [EMAIL] · [PHONE]

Professional profile

Recent graduate with a strong academic record and a clear sense of public service. Disciplined, coachable and ready to convert classroom learning into practical impact. Seeking [TARGET ROLE] where I can contribute, learn and grow.

Core skills

- Microsoft 365 (Word, Excel, PowerPoint)
- Research & report writing
- Time management
- Verbal & written English
- Teamwork & adaptability
- Customer service

Work experience

ROLE [JOB TITLE]
EMPLOYER [EMPLOYER]
PERIOD [START DATE] – [END DATE / Present]

- [Quantified achievement — e.g. reduced overdue debtors by 28% in 6 months.]
- [Quantified achievement — e.g. drafted 40+ commercial contracts with zero post-signature disputes.]
- [Quantified achievement — e.g. led a team of [N] across [function].]

ROLE [PREVIOUS JOB TITLE]
EMPLOYER [PREVIOUS EMPLOYER]
PERIOD [FROM] – [TO]

- [Key responsibility or result.]
- [Key responsibility or result.]

Education

QUALIFICATION [QUALIFICATION]
INSTITUTION [INSTITUTION]
YEAR COMPLETED [YEAR]

References

Available on request. Two professional references can be supplied within 24 hours of request.