

[Your Name] [Headline: 3-5 words that capture what and how you do your job]

Example: *Headline: Jade Lee | Global private equity and strategic business development*

[Email address] [Mobile number]

Career biography

[A personal branding statement that includes your career highlights, achievements and how you provide value to employers. Use strong, action-driven words where possible and include short, but specific examples of the value you bring to an organisation.]

Example: *A proven leader with extensive experience as a director developing successful growth strategies in private equity firms across APAC and South East Asia. Manages P&L on multimillion-dollar lines of business, also known for developing strategic business campaigns to win market share.*

Awards

- List significant, relevant awards and why you won them.

Work Experience

[Title]

[Company]

[Start date - end date]

Short statement about the business and what you were hired to achieve.

- List key accomplishments and quantifiable achievements
- Lead with active verbs like ‘implemented’, ‘innovated’, ‘launched’, ‘grew’

Continue with relevant roles and companies. If you have had a long career, highlight roles that are relevant to the position you are applying for, and your most recent experience. There’s no need to list every role you’ve ever held, rather highlight the most impactful ones.

Education, certifications and professional affiliations

[Start date - end date], [Institution name, qualifications acquired]

- Note subjects, specialisations, achievements, relevant extra-curricular activities