

- 不需要放照片
- 不要放奇怪的邮箱地址
- 不要放透露你所在国家或城市的电话号码或家庭住址

Mr C.V. Sample
myjobcv@.....com, 07012345678

PROFILE

- Award winning PR Manager
- Fully ACCA Qualified Accountant
- CIPD Level 7
- Mother tongue Spanish, fluent Japanese and English
- UK Indefinite Leave to Remain
- Proficient in MS Office, C++, SQL

- 如果你有合法工作的签证/护照，可以写上去，但如果是短期签证（如 T4 或 T5），就没有必要了
- 只需要写相关和有价值的信息
- 用这样的项目符号列出要点，不用长篇大论

EXPERIENCE

July 2015 – present

- 不用列出所有的工作经历 – 除非你的工作经历较少。一些兼职、短期的工作经历只需要写出你从中学到了什么就可以了
- 如果近期有工作经历建议写在教育背景之前
- 时间由近到远

Company ABCD, UK

2017 - present

PR Manager

- Design and implement PR strategy.
- Work closely with senior stakeholders to discuss PR capabilities.
- Work with and manage PR agencies.
- Establish and maintain relationships with key businesses and bodies to ensure news is communicated.
- Take full responsibility for all press releases, ensuring they are of maximum quality.
- Recruiting, leading and motivating the team.

2015 - 2017

PR Assistant

- Preparing daily market updates for management team.
- Providing research to Sales and Marketing departments.
- Liaising with and presenting to clients to win business

Achievements:

Employee of the Year in 2018 and 2019

- 解释时间空白

January – July 2015 – Travelled through Asia, studied ACCA, cared for my parents

2010 – January 2015

Left due to office relocation

- 解释离职原因

Company EFGH, UK

2013 - 2015

Admin Manager

- Provided support to members of the board
- Managed the CEO's diary
- Handled expenses
- Organised events
- Trained other members of staff

2011 – 2013

Admin Assistant

- Booked meetings and travel
- Handled and forwarded incoming calls and emails

2010

Intern

EDUCATION

Professional Qualifications:

Fully ACCA Qualified Accountant
CIPD Level 7

- 教育背景一般放在工作经历之后，除非你刚毕业，没有什么工作经验
- 只用写最近的和相关的教育背景
- 只用列出你获得的优异成绩

2010

University of Kent

MSc Physics – Distinction

2006-2009

University of Kent

BA French – 1st class

2006

School of Life

A Levels

English – A,

Maths – A,

History – B

HOBBIES AND INTERESTS

Grade 8 in piano – taking part in recitals.

Football – I am captain of my local team

Dancing – Swing and Northern Soul.

- 兴趣爱好不要只写看剧看电影这一类
- 不用写推荐人
- 简历最多两页

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