

Name Surname | Title

Location: xxxxxx

Telephone: xxxxxx

Email: xxxxxx

LinkedIn: xxxxxx

Professional profile

- Summary of your profile – 4 or 5 bullet points - write a brief summary of your experience/ skills/value add. You will highlight in a short 2-3 sentence paragraph or bullet points what you have to offer.
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Areas of expertise

xxxxxxxx | xxxxxxxx | xxxxxxxx | xxxxxx | xxxxxx | xxxxxx | xxxxxxxxxx | xxxxxxxxxxxx

Write 6-8 skills above, focusing on the keywords in your particular area of work. (e.g. skills for an Emergency preparedness expert include).

- Crisis Management
- Program Development
- Proposal Writing
- Early Warning Systems
- Emergency Risk Management

Career Summary (Experience and Qualifications - Go back 10 years and use reverse chronology, starting with your current employment. Highlight accomplishments - Why are you the best person for the position?)

Title

Organisation Name, Location

Month Year – Present

2-3 sentences – brief overview of key responsibilities

Key achievements/projects

- Write 4-5 key achievements using the **Situation Task Action Result** method (e.g. below of before and after).
- [Before] Managed in-country budgets.
- [After] Oversaw in-country budgets (up to 4 million pounds annually) with current budgetary oversight of 15 million Euros in 3 countries in the West African region.
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-

Title

Organisation Name, Location

Month Year – Month Year

XX

Key achievements/projects

-
-
-
-
-

Title

Organisation Name, Location

Month Year – Month Year

XX

Key achievements/projects

-
-
-
-
-

Title

Organisation Name, Location

Month Year – Month Year

The further you go back in years the less detail you need to include – You can merely write a brief 3-4 sentence summary of your accomplishments.

Education and Professional Development (Show off that PHD, Masters, Bachelors and Professional Development Courses)

Month -Year	Qualification obtained, Institution name, Country
XX - XX	Qualification obtained, Institution name, Country
XX – XX	Qualification obtained, Institution name, Country