**Name**

Phone Number:+852 1234 5678 Email Address: whatever@12345.com

Permanent Resident (Country Name) or HK Resident No Visa Required

**Personal Profile**

This part of the CV should be an overview of what you can do which is unique to you and the job you are applying for. Keep a view on what the company has asked for and what they need and how you can match this. This should be as similar to the job you are applying for as possible or looking at the company profile, showing synergy, similarities with your core values, core skills and key achievements relevant to the job and experience which may match them. Back your statements up with facts and figures. Use key words here and repeat in your jobs for maximum matching on applicant tracking systems. This is the first part of your CV a company may read so let people know you are a close match for the job you are applying for.

**Employment History**

**Company Name Location March 2017-January 2020**

**Job Title**

Carried out duties. Include day to day what you have done. 3-4 main duties relevant to the role you are applying for as much as possible. Think about your key words to match the job you are applying for.

**Key Achievements**

* Include anything you are proud of
* Which may be particularly relevant to the role you are applying for.
* Facts figures and achievements where you can or projects

**Another Company Name Location March 2015- March 2017**

**Job Title**

Carried out duties. Include day to day what you have done. 3-4 main duties relevant to the role you are applying for as much as possible. Think about your key words to match the job you are applying for.

**Key Achievements**

* Include anything you are proud of
* Which may be particularly relevant to the role you are applying for.
* Facts figures and achievements where you can or projects

**Previous Work History**

For any roles over 10 years add company name, job title and location only

**Education *(Should be at the top of your CV, below Personal Profile for Teachers*)**

Name of University 2007-2010

BA (hons) Management

**IT Software and Other Skills (*Should be at the top of your CV, below Personal Profile if you are applying for IT jobs)***

Microsoft Word - Advanced, Microsoft Excel- Intermediate PowerPoint- Advanced Paint-Basic

**Interests**

Make them team focused and relevant to the job or company you are applying for where possible.

Eg for tech company applications: Keeping up to date with the latest technology trends.