

Firstname Lastname

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PROFILE

You want about 4-8 lines of text here that summarize your fit for the role. It's useful to develop a formula that works for you here, for example, you might start by summarizing your profession, years of experience and education. E.g. "Economist with over 5 years Big-4 consulting experience, with an MSc in Economics from the University of Warwick." You can then include a few statements about key skills they are looking for and when you have demonstrated them. E.g. "Strong quantitative skills, with a track record of building accurate, detailed forecasting models for private and public sector clients. Effective verbal and written communication skills evidenced through published reports and the delivery of client-facing presentations. Proven ability to develop strong working relationship with external and internal stakeholders." Finally, you might sign off with a motivational statement, e.g. "Excited about the opportunity to apply advanced economic modelling skills to accurately forecast macroeconomic trends."

SELECTED WORK EXPERIENCE

Name of Company, City

Mon 20XX - Present

Job Title (you don't have to put exactly what is in your contract here - you do want to accurately reflect your role but also align with the job title you are applying for ideally)

- The first bullet point here should give an overview of the responsibilities of the role and insight into the sector if it's not clear from company / job title. E.g. "Advise clients on the economic and financial implications of mergers and acquisitions and other corporate transactions. Conduct market valuations, competition assessments and financial modelling to support strategic decision-making. Manage team of 5 junior economists, supervising their work and supporting their professional development."
- Other bullet points here should clearly demonstrate the skills they are looking for in the job description. You want to add enough details here to give insight into how you developed and demonstrated these skills, and details also add credibility – recruiters can really see how you've put these skills to use in previous roles.
- If you can quantify your achievements do so. E.g.: "Successful delivery of recent consultation project on time and within budget led to repeated client business worth £1.5m" or "Support team's career development through mentorship and helping to identify appropriate training opportunities, and 3 junior economists on my team have gained promotion to senior economist during my tenure."
- If there are IT programmes you have used in your role, include these details, especially if they are skills useful for the role you are applying for.
- It is often useful to include who you were reporting to, and what form that reporting took. For example, if you reported to the senior leadership team and circulated monthly reports and presented at senior management meetings include these details.
- Similarly, include details of team leadership experience. Be explicit here – include number of direct reports and what your responsibilities are (for example, hiring, performance reviews, scheduling annual leave, allocating tasks, conducting regular 1:1's, supporting staff learning and development, mentoring, etc.).
- If there are some big projects you have worked on, you can include information on these.
- Think about how to order your bullet points – you might want to put the most relevant points towards the top, and you might also want to group similar or related points.

Name of Company, City

Sep 20XX - Jan 20XX

Job Title

- As above.
- Decide where to put most emphasis on your CV. If your most recent role is the most relevant, it makes sense to put most of the weight on this role.
- If the most relevant experience is elsewhere, put more weight on this.
- Avoid heavy repetition, if two roles are very similar, you might briefly describe the older role rather than repeating the same points.

Name of Company, City

Dec 20XX - Sep 20XX

Job Title

- As above.
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EDUCATION

Name of University, City if not obvious

20XX

Name of course, make it clear what qualification & level. E.g. BA Economics

2.1 Degree

- Modules included: Microeconomics, Macroeconomics, Econometrics (pick a few of the most relevant ones for the job you are applying for. If you got very high grades for some, you might want to highlight this.
- Final Year Project: "The Impact of Forward Guidance on Inflation in the UK Post-2008".

Name of School, City if not obvious

2020

A-Levels

- English (A*), Maths (A) and Geography (A).
- If you have more than one higher education entry you can drop the school entry.

SKILLS

- IT Software: R – expert user, Python – advanced, SQL – advanced, STATA – beginner
- Languages: English (native speaker), French (Advanced – C1 on CEFR scale), Spanish (Beginner – A2 on CEFR scale).

INTERESTS

- Running – member of Ealing Eagles running club, take part in Gunnersbury parkrun frequently and completed the London Marathon in 2025.
- Rock Climbing – have taken up rock climbing recently and have joined Westway Climbing Wall as a member. Completed beginners climbing course in January and have qualified as a Registered Competent Climber.

REFERENCES AVAILABLE UPON REQUEST

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