

Your Name Here

Full address here

Telephone here

Email here

Nationality here

Good health

Driver

Profile Here - Example

I am currently seeking a new career opportunity due to professional development. I possess a variety of skills but the last 10 years of my career have focussed on Recruitment Business Management. I am particularly keen to move into a more senior regional role where I can share my experience/success and mentor other managers. I am a highly passionate and creative people person who values positive and productive relationship amongst my co-members and clients.

Key Skills Here - Example

* 20 years recruitment experienced professional
* 10 years as a Business Manager
* Strategic planning and forecasting
* Process and compliance driven
* National and Local Account Management
* Training and development of Recruitment Consultants
* Sales and Marketing management and delivery
* Business Sales Development (new and existing)
* 25 years in delivering first class customer service
* Solutions driven personality
* Highly effective communicator
* People person (dedicated team player)
* 6 years banking sector experience
* IT skills – MS Office word, excel, power point, outlook. Mac, bespoke databases
* Management of P&L and control of Budgets

Achievements Here - Example

* Won Permanent Consultant of the Year 2004 with Reed
* Promoted from Consultant to Branch Manager in 2005
* Increase branch income by 150% in my first full year of management (2005)
* Achieved the most profitable branch in the Yorkshire region (2006)
* Won Branch of the Year for Yorkshire 5 years consecutively (2007 – 2011)
* In 2010/11, my branch won the number 1 office in the north (60 offices)
* Trained/developed Consultants new to the industry into top performers within the Yorkshire region

Career History Here - Example

**Company here** (e.g.- HPCareers Ltd)

**Town here** (e.g. - Leeds)

**Job title here** (e.g. – Business Manager)

**Date here** (e.g. – February 2000 - present)

* Managing a team of Consultants
* Training, coaching and supporting all consultants to develop them within their roles
* Strategic planning, forecasting, managing budgets and monitoring P&L
* Producing, weekly, monthly MI for Regional Management and Directors
* Producing and delivering Marketing strategy
* Assisting in tenders and delivering presentations
* Advertising, screening, interviewing, recruiting and assisting in assessment centres
* Conducting client meetings and service reviews, bespoking services to meet clients needs

#### Maintaining all recruitment compliance legislation and which was reviewed by external auditors

* All activity on both client and candidate are maintained on the in-house database, which supports every aspect of my role and was key to our success

**Reason for leaving here - (e.g. - career development)**

**Company here** (e.g. – HPCareers Ltd)

**Town here** (e.g. - Leeds)

**Job title here** (e.g. - Commercial Sales Manager)

**Date here** (e.g. - January 1995 – January 2000)

* Identify potential work introducers and develop relationships with them, e.g.: accountants, bank managers, asset based lenders, corporate financiers or solicitors
* Provide a consultancy service to businesses with financial difficulties in order to assess the viability of the business and to put forward appropriate solutions
* Build rapport with the shareholders/principals
* Market my role internally to raise awareness of its proactive nature, and to highlight the benefits of “cross selling” within the firm
* Co-produce (with marketing manager) an internal Sales & Marketing newsletter
* Work with practice staff to develop their cold calling and sales techniques
* My role was very knowledge based and due to the financial services industry changing weekly, this meant a great commitment to constant learning
* Assisting members who want to leave the network via email/phone
* Reporting to the FSA with all compliance based matters
* Processing forms and following intricate procedures

**Reason for leaving here - (e.g. - Redundancy)**

Education Here - Example

**Manchester University, Sept 1991 – 1994**

* Economics – Result 2.1

**The Brooksbank School, Horsforth, Sept 1986 - June 1991**

**GCSEs**

* Maths A History A
* English A Business Studies A
* Biology B Art C
* Textiles B Religious Education C
* Physics B German B
* Chemistry B Physical Education B

**A Levels Grade**

* Mathematics B Photography B
* Art A General Studies A
* Performance Studies A IT Level 2

Interests Here - Example

Travel is a passion of mine and I have been lucky to live in Italy. I have travelled North and South America and many parts of Europe; I particularly love the Deep South of the USA. Spending time with my family and friends is very important to me and I enjoy activities including cooking (specifically Italian food) dining out, film, theatre and walking. My main love is live music and I used to be part of a band for 4 years, our band also raised money for a variety of charities over the years.