

Your Name

Address: enter your full postal address (optional)

Telephone: add your personal phone number (ideally, a mobile number)

Email: use your personal email address

PERSONAL PROFILE

For executive positions, it's important to include a career objective on your CV where you will be able to highlight your experience and professional goals in a few sentences. This section should be used to explain to employers who you are and to confirm your interest in the job. Be sure to mention your specialty, eg: 'High-performing operations management executive with expertise in [areas of expertise]' along with your years of experience in the field, and to briefly mention key skills relevant to the job you're applying for as well as some of your most impressive professional achievements, results you achieved and the outcomes of your work. This can be done through the use of bullet points to ensure your accomplishments easily stand out:

- Boosted productivity gains.
- Achieved revenue growth.
- Promoted integral communication.
- Suggested operational improvements.
- Reduced substantial company expenses.
- Improved a department's overall performance.

AREAS OF EXPERTISE

Instead of a skills section, opt to showcase your key areas of expertise. Here, you will be able to demonstrate the experience and knowledge you acquired in your field as well as highlight your key strengths and abilities, which is really the kind of information that employers care about the most, and you can do this through bullet points. You don't have to mention your transferable skills here as they will be indicated in your work experience section.

WORK EXPERIENCE

Unlike most CVs, an executive CV is more achievement-based and, therefore, shouldn't simply list job responsibilities, duties and other stagnant information. It should, rather, provide actual facts and examples of your work.

In this section, you should list the positions you held in the past and be as specific as possible. While you don't need to list every single job you ever had, it is imperative that you include the ones that are directly relevant to the job you are applying for and that they effectively highlight the qualities you possess to succeed in the position. This section should be presented in reverse chronological order, beginning from your most recent job first.

Dates of Employment – JOB TITLE (when writing dates, use the month and year only, eg: September 2014 – March 2016)

Company Name

Location

Achievements:

- Describe what your responsibilities were in the job, and make sure to provide details on how you handled difficult situations and different groups of people.
- Provide examples of how you made a positive contribution to the company, and talk about the achievements you mentioned in your personal profile in greater detail.
- Include numbers, statistics, facts and other information to prove the value you can provide as an employee to the company.

EDUCATION

This section serves to showcase your educational qualifications, and allows you to demonstrate your specialisation in your field and that you have equipped yourself with the knowledge required to succeed in the job you're applying for. Start by listing your qualifications from high school upwards and include your grades (only if they are high enough). There's no need to include the course modules you took or go any further back from high school.

MA Degree (Pass), Title of Degree – Dates/Duration of Studies

Name of the University/Institution

BA (Hons) 2:1, Title of Degree – Dates/Duration of Studies

Name of the University/Institution

PUBLICATIONS

If you have any published work you would like employers to check out (books, articles printed in professional journals, etc), they should be listed here. You should also provide links to any professional websites or online portfolios.

AWARDS & CERTIFICATIONS

If you've been recognised for your work, whether with an award or a certification, it is crucial that you mention this on your CV. They are testimony of the actions you have taken to get to where you are now in your career. Provide a summary for each award or certification, and explain how they are relevant to the position.

Title of Award/Certification – Dates Received

Name of Organisation/Institution

AFFILIATIONS

Executive CVs should focus on CPD – continuing professional development. This can be done by including any kind of professional memberships and associations you are affiliated with, which can prove your value to potential employers. As a member of an association, for example, you will be able to attend or even organise events and seminars in the industry, and this can be beneficial for the company you are interested in working for as well as your own professional development. A professional membership, meanwhile, shows that you're always up to date with industry trends.