

# FIRSTNAME SURNAME, LETTERS IF FOR INCLUSION

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Address, Address, Address

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A single sentence that introduces key relevant professional attributes and/or presents personal credo/mission statement or vision for the post for which client is applying. E.g. With a career characterised by ..., my ambition is to combine my proven ability and expertise as ... to progress the expansion of ABC Ltd into the Asian market.

## EXECUTIVE CAREER HIGHLIGHTS/PROFESSIONAL COMPETENCIES

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### EXCELLENCE IN EXPLOITING NEW TERRITORIES

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My expertise in establishing a prominent position in new markets is acknowledged internationally and nationally.

- List key achievements that prove this point.
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### STRATEGIC DIRECTION and CORPORATE MANAGEMENT

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Highly evolved strategic thinker, I am adept at formulating robust corporate vision and translating this into workable supporting policies and structures.

- List key achievements that demonstrate this point.
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### EFFECTIVE TEAMBUILDER

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Considerable skill as a negotiator, collaborator, motivator and facilitator. I deploy my exceptional communication skills, personal integrity and cultural sensitivity to broker agreement and lead cohesive and effective teams.

- List key achievements that prove this point.
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### SKILLED RELATIONSHIP BUILDER

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Proven track record of building enduring and productive relationships with key stakeholders to achieve long-term development plans and assure quality of service delivery.

- List points that prove this.
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### BUSINESS INNOVATION

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Deploy advanced conceptual thinking to keep pace with changes in how we do business and support management in responding with proactive and enduring solutions.

- List initiatives that demonstrate this point.
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### CORPORATE GOVERNANCE

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The characteristics of good corporate governance (transparent, social responsibility, inclusive and responsive) resonate with my personal values and are widely evidenced in my work ethic.

- List initiatives that demonstrate this point.
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### TRANSFORMATIONAL LEADERSHIP

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My current role takes me to the intersection of leadership, management and innovation in Ireland at a time of rapid change: I demonstrate immense clarity in leading and managing this changing landscape.

- List the points that will evidence this statement.
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## CAREER OVERVIEW

<b>Job Title</b>	Employer name	From - present
<b>Job Title</b>	Employer name	From - to

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## EDUCATION and QUALIFICATIONS

<b>Master of Something</b>	Trinity College, University of Dublin	19XX – 20XX
<b>Higher Diploma in Something</b>	National University of Ireland Galway	19XX – 19XX
<b>Post-graduate Diploma in Business Studies</b>	National University of Ireland Galway	19XX – 19XX
<b>Bachelor of Science</b>	National University of Ireland Galway	19XX – 19XX

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## PROFESSIONAL MEMBERSHIPS (incl. boards)

- Professional memberships.
- Company board memberships.
- Advisory bodies.
- Industry/professional regulatory bodies.

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## REFEREES

Referee name and address

Tel: 012 345 6789

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