

FIRSTNAME SURNAME, LETTERS IF FOR INCLUSION

Address, Address, Address

Email: abcdefg@gmail.com • Tel: 012 345 6789

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

EXCELLENCE IN EXPLOITING NEW TERRITORIES

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

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

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

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

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

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

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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EDUCATION and QUALIFICATIONS

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

CAREER OVERVIEW

| | | |
|------------------|---------------|----------------|
| Job Title | Employer name | From - present |
| Job Title | Employer name | From - to |

PROFESSIONAL MEMBERSHIPS (incl. boards)

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

REFEREES

Referee name and address

Tel: 012 345 6789

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