**Name**

email | [*LinkedIn*](http://linkedin.com/in/hein-scheffer-354a9312) | Address (Town/City/County)| Mobile Number

|  |
| --- |
| **| Job Title, i.e. Human Resources Consultant |** |

Short description of who you are circa 150 – 250 words, short and succinct.

|  |  |  |
| --- | --- | --- |
|  | Key Deliverables |  |
|  |  |

* Key Deliverables that you will bring to this role, about five or six (maximum 100 words)
* ..
* ..
* ..
* ..

|  |  |  |
| --- | --- | --- |
|  | Key Skills |  |
|  |  |

* What are your key skills taken from your career to date. Short statements 7 – 10 bullet points, max 150 words.
* ..
* ..
* ..
* ..
* ..

|  |  |  |
| --- | --- | --- |
|  | Professional Experience |  |
|  |  |

**Date (Month/year) to date**

**Company Name**

**Job Title**

One or two sentences of your role in the organisation, maximum 50 words.

* Scope of the organisation
* Size of your department
* Key responsibility in a sentence. (Maximum 100 words)

Key Achievements

* In this role, what did you achieve – your personal achievements (maximum five bullet points and 100 words)
* ..
* ..
* ..
* ..

**Date (Month/year) to (month/year)**

**Company Name**

**Job Title**

One or two sentences of your role in the organisation, maximum 50 words.

* Scope of the organisation
* Size of your department
* Key responsibility in a sentence. (Maximum 100 words)

Key Achievements

* In this role, what did you achieve – your personal achievements (maximum five bullet points and 100 words)
* ..
* ..
* ..
* ..

**Date (Month/year) to (month/year)**

**Company Name**

**Job Title**

One or two sentences of your role in the organisation, maximum 50 words.

* Scope of the organisation
* Size of your department
* Key responsibility in a sentence. (Maximum 100 words)

Key Achievements

* In this role, what did you achieve – your personal achievements (maximum five bullet points and 100 words)
* ..
* ..
* ..
* ..

**Date (Month/year) to (month/year)**

**Company Name**

**Job Title**

One or two sentences of your role in the organisation, maximum 50 words.

* Scope of the organisation
* Size of your department
* Key responsibility in a sentence. (Maximum 100 words)

Key Achievements

* In this role, what did you achieve – your personal achievements (maximum five bullet points and 100 words)
* ..
* ..
* ..

Just give the first ten years of your career, then just give a overview of the balance as below

|  |  |  |
| --- | --- | --- |
|  | Prior Employment (in South Africa/ Namibia) |  |
|  |  |

Month / Year to Month Year Company Name Job Title

Month / Year to Month Year Company Name Job Title

Month / Year to Month Year Company Name Job Title

|  |  |  |
| --- | --- | --- |
|  | Professional Training |  |
|  |  |

* Fellow of the Chartered Institute of Personnel and Development (FCIPD) / Institute of Personnel Management

|  |  |  |
| --- | --- | --- |
|  | Education |  |
|  |  |

* Academic Qualifications – Institution – Year
* Academic Qualifications – Institution – Year

|  |  |  |
| --- | --- | --- |
|  | Languages |  |
|  |  |

* i.e. English (native), Afrikaans (native), German (working knowledge), Dutch (working knowledge).

|  |  |  |
| --- | --- | --- |
|  | References |  |
|  |  |

Will be provided on request.