
NAME

City, State Post Code | : Mobile number | E: Email address

Summary

[Insert professional summary - The main purpose of a professional summary is to give the hiring manager a quick overview of (1) your skills, experience and achievements and (2) what role you are looking to apply for.

It is the first thing the hiring manager will read so you need to ensure you highlight your key achievements and experience here. It should be no longer than 4-5 sentences. Set out below is an example professional summary for (1) An experienced business analyst and (2) Recently graduated business analyst:

Example 1: Recently graduated Business Analyst with a good understanding of business solution software and operations. Undertaken multiple internships and part time roles in the field of business analysis at [###]. Seeking a graduate role in [###]. Possess a good understanding of the following areas:

- Business Processes ● Software Development ● Requirements Gathering & Analysis
- KPI Dashboards & Scorecards ● Data Mining & Analytics

Example 2: Solution-driven Business Analyst with over 5 years of experience in various industries including pharmaceutical and FMCG. Skilled at supporting business solution software and analysing business operations. Proven track record of improving efficiency via customisation, development and implementation of software applications. Seeking to leverage my acquired skills and experience in a Senior Business Analyst role.

Professional Experience

JOB TITLE | [Date] to [Date]

Employer City, State

- [Insert job description (being the tasks, roles and duties you performed at this job). Highlight your key achievements that are relevant to the job you are applying for and where possible, quantify them and focus on **measurable achievements** – for eg:
 - project/deal/transaction value
 - name of major clients (unless this is confidential)
 - number of contracts/bids/tenders won
 - percentage increase in efficiency of a process
 - any internal KPI's achieved
 - budgets you handled or costs saved
 - number of clients/customers serviced
 - number of people you supervised or led
 - numbers of anything you've done in great quantity, such as resolving customer issues, processing applications or forms
 - number of times you were nominated as project lead
 - awards you've won
 - publications that have featured your work or publications you published

When you describe tasks completed using measurable achievements, you create better impact, build credibility and better evidence how it is you can add value to the organisation. Examples are set out below:

- Supervised a team of 20 people.
- Managed budgets of up to \$[#].
- Reduced labour costs by more than 15% through assessment and improvement of staff training and development programs.
- Saved \$X in inventory orders by implementing effective cost controls for vendor orders.
- Advised client X on the acquisition of a food and beverages business valued at \$#.]

JOB TITLE | [Date] to [Date]

Employer City , State

- #
- #
- #

Education and Training

Educational Institute Location | Degree.

[Insert Completion Date/Expected Completion Date]

Overall Grade/GPA: [#]

- [List any key achievements/awards]

Educational Institute Location | Degree.

[Insert Completion Date/Expected Completion Date]

Overall Grade/GPA: [#]

- [List any key achievements/awards]

Certifications/Academic Projects/Awards

- [List Certifications/Award/Project] – [Insert Date of Completion]

Skills

- [Insert Skills: For example: Communication skills, Effective team leader– do not list more than 4- 6 skills] • #
- [Also include a list of technical skills if relevant to your job role] • #

References

- Available on request