

PM Careers

Your Name

Address

Address

Address

Home telephone

Mobile

Email

Profile

A Prince 2 Practitioner and APMP qualified professional with proven experience managing multiple projects. A strong senior Project Manager with a wealth of experience managing IT and Business Change Projects, meeting tight deadlines and completing projects within budget.

Career Highlights

- It is worth using bullet points as they capture the required information quickly and hopefully prevent any waffle.
- This section is for you to prove your ability as a successful project manager so it is worth selling yourself.
- Tell employers the difficult projects you've managed successfully or turn round from a failing project.
- About 4 is enough - remember you don't want this CV to go on too long or an employer might not bother to read the entire document.

Employment

Company Name

date started - date finished (present)

Job Title

- Again bullet points are good to prevent waffling. You want to list your key tasks which are relevant to the job you are looking for.
- Types of projects you are managing
- Budget ranges
- Team sizes you are managing and in what environment (e.g. Prince 2. own methodology etc)

For example

A Senior Project Manager responsible for £1.2million project part of a £5million global business change programme. Matrix managing a team of 30 staff to include IT, HR and accounts. This role involves managing senior stakeholders and presenting to board level.

Company Name

date started - date finished

Job Title

Do the same for all your work history.

Remember go into more detail on the relevant roles and just put a couple of lines in for the roles where you were a bar tender at university for example. As you become more experienced you can drop those out of your CV completely.

If you have worked for an organisation that the client is not likely to have heard of, explain what they do in one very short paragraph.

Technical

MS-Project, UML (Unified Modeling Language) , IBM Rational RequisitePro, MS-Visio, MS-Office, TOAD, and Mercury Test Director

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THE specialist Project Management Resource For Employers and Project Management Candidates

Education/Qualifications

Reverse Chronological order

APMP (through training company A)	February 2007
Prince 2 Practitioner (training company B)	March 2006
ITIL Foundation (in-house course)	February 2006
Leeds Metropolitan University BSc (Hons) Project Management	September 1993 - June 1996
School Name	September 1988 - June 1993
A levels: Biology	
Chemistry	
Physics	

GCSEs: 9 including Maths, English and Science

Feel free to drop off lower grade qualifications (such as GCSE's) if you have A levels or a degree as your work experience develops.

Interests

This section is up to you.