Ffdf

**Your name**

**REFERENCES**

Your address ♦ Dayjob Ltd ♦ 120 Vyse Street ♦ Birmingham ♦ B18 6QX  
T: 0121 638 0026 ♦ E: [info@dayjob.com](mailto:info@dayjob.com)

**JOB TITLE**

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School / College | ♦ | Attendance dates | | |
| Subject studied | ♦ | Qualifications gained | ♦ | Grades achieved |
| Subjects studied | ♦ | Qualifications gained | ♦ | Grades achieved |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School / College | ♦ | Attendance dates | | |
| Subjects studied | ♦ | Qualifications gained | ♦ | Grades achieved |
| Subjects studied | ♦ | Qualifications gained | ♦ | Grades achieved |
| Subjects studied | ♦ | Qualifications gained | ♦ | Grades achieved |

**KEY ACHIEVEMENTS**

|  |
| --- |
| * Describe your strongest professional skills, try to keep them relevant to the vacancy in question. |
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**WORK EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| JOB TITLE GOES HERE | ♦ | Employers name | ♦ | Employment dates |
| Duties: | | | | | |
| * Describe your daily work duties using short sentences, keep them relevant to the vacancy in question. | | | | | |
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| --- | --- | --- | --- | --- |
| JOB TITLE GOES HERE | ♦ | Employers name | ♦ | Employment dates |

**CAREER STATEMENT**  
In a simple paragraph of no more than 250 words introduce yourself and explain why you feel you are the best suited candidate for the position. As a career statement, will be the first thing a recruiter sees and reads it needs to attract their immediate attention by being informative, well written, concise and focused. Its aim is to immediately connect with the employer and encourage them to read the rest of your resume.  
More text here.  
More text here.  
More text here.

|  |  |
| --- | --- |
| Name | *Details here* |
| Title | *Details here* |
| Address | *Details here* |
| Tel: | *Details here* |
| Email: | *Details here* |

|  |  |
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| Name | *Details here* |
| Title | *Details here* |
| Address | *Details here* |
| Tel: | *Details here* |
| Email: | *Details here* |



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