

Your Name

Job Title

Contact details; Dayjob.com, 120 Vyse Street, Birmingham B18 6NF T: 0121 638 0026 - E: info@dayjob.com

PERSONAL SUMMARY

Write a short introduction of just a few paragraphs explaining who you are, your strengths and why you feel you are a suitable candidate. Write it in the third person. For example; An enthusiastic, hard-working and competent professional who possess the required level of experience needed to deliver high quality, customer focused, and effective in a setting. Easy going by nature, and able to get along with work colleagues and managers Having a real passion for with a strong desire to provide the highest level of (Your name) is currently looking for a suitable position with a responsible employer.

SKILLS

- Brief description here



PERSONAL

- Brief description here

CAREER HISTORY

Employers name - Location

JOB TITLE Dates (i.e. June 2014 - Present)

In a short statement of no more than two sentences describe your role in the company and outline your main responsibilities. For example; ‘Responsible for making sure that the ran smoothly, and for ...’.

Duties:

- Describe your daily work duties using short sentences, try to keep them relevant to the job you’re applying for.
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Employers name - Location JOB TITLE Dates (i.e. June 2014 - Present)

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PROFESSIONAL

- In concise sentences describe your strongest professional attributes, keep them relevant to the job you’re applying for.
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- In concise sentences describe your strongest professional skills, keep them relevant to the job you’re applying for.
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- In concise sentences describe your strongest professional attributes, keep them relevant to the job you’re applying for.

ACADEMIC QUALIFICATIONS

University/College/School	Dates i.e. 2006 – 2009	Course, subject and grades
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REFERENCES - Available on request



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