

# 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.



### 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'.

#### *Duties:*

- Describe your routine daily work duties using short, concise sentences.
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*Employers name - Location* JOB TITLE Dates (i.e. June 2014 - Present)

In a short, concise & brief statement describe your role in the company and outline your main responsibilities.

*Employers name - Location* JOB TITLE Dates (i.e. June 2014 - Present)

### PROFESSIONAL

#### *Sector/Industry*

- In concise sentences describe your strongest professional skills, keep them relevant to the job you're applying for.
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#### *Personal*

- In concise sentences describe your strongest personal attributes, keep them relevant to the job you're applying for.
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### ACADEMIC QUALIFICATIONS

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



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