

# Your name

## Job title

### AREAS OF EXPERTISE

One or two words

One or two words

One or two words

One or two words

One or two words

One or two words

### PROFESSIONAL

One or two words

One or two words

### PERSONAL SKILLS

One or two words

One or two words

One or two words

One or two words

### CONTACT

Your name  
Dayjob Ltd  
The Big Peg  
Birmingham  
B18 6NF  
T: 0121 638 0026  
M: 0121 638 0026  
E: info@dayjob.com

Driving license: Yes  
Nationality: British

### 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.

Below is an 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. (Your name) is currently looking for a suitable position with a responsible employer who will assist in the development of his / her career & skills.

### WORK EXPERIENCE

#### Company name - Location

JOB TITLE      Employment dates (i.e. May 2009 – Present)

In a short paragraph of no more than three sentences describe your role in the company and outline your main responsibilities. For instance start of by saying 'Responsible for making sure that the ..... ran smoothly, and was in charge of reporting any ..... issues – etc.

#### Duties:

- Describe your daily work duties, keep them relevant to the job you are applying for.
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#### Company name - Location

JOB TITLE      Employment dates (i.e. May 2009 – Present)

### KEY SKILLS AND COMPETENCIES

- In concise sentences describe your strongest job relevant attributes.
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### ACADEMIC QUALIFICATIONS

University name      dates  
Subject      Grade

College name      dates  
Subject and grades  
Subject and grades  
Subject and grades  
Subject and grades

REFERENCES – Available on request.



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