

# YOUR NAME

## JOB TITLE

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## 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 instance 'An efficient, organised and approachable person who is always willing to help work colleagues out. Possessing fast and effective secretarial skills, and having a strong administrative background with knowledge of the latest office management techniques and experience of using specialist software packages. Always happy to do the mundane office duties as well as the more exciting work'.

## Work Experience

### Employer's name - Location

JOB TITLE      Date from – Date to

In a short paragraph of no more than three lines describe your job role and main responsibilities. i.e. 'Responsible for providing secretarial and administrative support to all parts of the business. Other tasks include covering the reception area at lunchtime and during holiday periods.'

### Duties:

- Short sentence describing your work duties, try to keep it relevant to the position you are applying for.
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## 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
- One or two words
- One or two words
- One or two words
- One or two words
- One or two words
- One or two words

## Key Skills

### Professional

- In concise sentences describe your strongest professional attributes, try to keep them relevant to the job.
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## Education

School/College/University name - Dates i.e. 2003 – 2006 - Subject(s) and grades

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**References** - Available on request.



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