

## PERSONAL STATEMENT

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. Here is an example; 'An enthusiastic, ambitious and professional individual who has a proven track record of achieving results in highly competitive environments. (Your name) is a talented individual who can enhance the performance of any business by using her energy, drive and commitment to succeed to build outstanding relationships with customers and drive overall revenue growth.'

## CAREER

**Company name - Location**

**JOB TITLE      Date from – Date to**

In a short paragraph of no more than three sentences describe your role in the company and outline your main duties. For example: 'Responsible for organising and leading a team and developing and delivering the company's Sales and Marketing strategy within a specific region'.

### Duties

- Describe your typical daily work duties, always try to list those that are relevant to the job you are applying for.
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**Company name - Location**

**JOB TITLE      Date from – Date to**

## 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

## KEY SKILLS

### Professional

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

School/College/University name:      Course name & grades      -      Dates i.e. 2004 - 2007

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Subject & grades i.e. A levels -      Maths (B)      English (A)      Business Studies (B)

## REFERENCES

Available on request



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