

Your name

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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'.

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

WORK EXPERIENCE

EMPLOYERS NAME - Location

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.

- Sentence describing your work duties, keep it relevant to the position you are applying for.
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EMPLOYERS NAME - Location

Date from – Date to

EMPLOYERS NAME - Location

Date from – Date to

KEY SKILLS

Professional

- In clear and concise sentences describe your most relevant & best professional attributes.
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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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