

# 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.'

## WORK EXPERIENCE

JOB TITLE

Date from – Date to

Employers name

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.'

- Sentence describing your work duties, try to keep it relevant to the position you are applying for.
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JOB TITLE

Date from – Date to

Employers name

## KEY SKILLS

Professional

- In concise sentences describe your strongest professional attributes, keep them relevant to the job.
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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
- Record retention
- One or two words

## 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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