

Job Title

Your Name

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, 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

EMPLOYERS NAME – Location

Date from – Date to

In a short paragraph of no more than three lines describe your job role and main responsibilities. For example: 'Responsible for organising and leading a...'

- Sentence describing your most relevant work duties.

EMPLOYERS NAME – Location

Date from – Date to

EDUCATION

School/College/University name

(dates i.e. 2003 – 2006)

Subject and grade

School/College/University name

(dates i.e. 2003 – 2006)

Subject(s) and grades i.e.

Maths (A)

English (B)

Geography (A)

AREAS OF EXPERTISE

- One or two words

PROFESSIONAL SKILLS

- Sentence describing your best professional skills.

PERSONAL SKILLS

- Sentence describing your strongest personal skills.

REFERENCES

Available on request.

CONTACT

Your name

Address 1

Address 2

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