

YOUR NAME

JOB TITLE

Career 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. Below is a example; 'An experienced shop assistant who is used to working in a busy retail environment providing great customer service to the very highest standards. A champion of best practise who is organised, customer-focused, and with the required communication skills needed to make every customer feel special. Currently looking for a suitable position.

Work experience

Employers name

JOB TITLE Dates (i.e. May 2009 – Present)

In a short paragraph of no more than three sentences describe your role in the company and outline your main responsibilities.

- Sentence describing your duties.

Employers name

JOB TITLE Dates (i.e. May 2007 – Aug 2008)

Academic qualifications

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

English (B)

Geography (A)

Physics (D)

Accounting (B)

Key skills

AREAS OF EXPERTISE

- One or two words

PROFESSIONAL

- Sentence describing your abilities.

PERSONAL

- Sentence describing your abilities.

REFERENCES

Available on request.

CONTACT DETAILS

Your name

Address goes here

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