

Your name

Job title

Address i.e. Dayjob Ltd, The Big Peg,
120 Vyse Street, Birmingham B18 6NF
T: 0121 638 0026 – E: info@dayjob.com

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’.



CAREER HISTORY



Employer's name - Location

JOB TITLE 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.’

- Short sentence describing your work duties, try to keep them relevant to the job.
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Employer's name - Location

JOB TITLE Date from – Date to

KEY SKILLS AND COMPETENCIES

- In short concise sentences describe your strongest and most job relevant attributes.
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ACADEMIC



Subject(s) and grades i.e. Maths (A) English (A)
School/College/University name

Dates i.e. 2003 – 2006

Subject(s) and grades i.e. Maths (A) English (A)
School/College/University name

Dates i.e. 2003 – 2006

Subject(s) and grades i.e. Maths (A) English (A)
School/College/University name

Dates i.e. 2003 – 2006

REFERENCES – Available on request.



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