

# Job title

Your name

Address; Dayjob Ltd, The Big Peg, Birmingham, B18 6NF

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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 example 'An enthusiastic, hard working and competent ..... professional who possess the required level of ..... experience needed to deliver high quality, customer focused, and effective ..... in a ..... setting. (Your name) is currently looking for a suitable position with a responsible employer who will assist in the development of his / her career and skills.

## 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

## Career History

**Job title** – COMPANY NAME      Date from – Date to

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

**Duties:**

- Describe your typical daily work duties, always try to keep them relevant to the job you are applying for.
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## Key Skills & Competencies

- In concise sentences describe your strongest professional attributes, try to keep them relevant to the job.
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## Academic Qualifications

School/College/University name

Subject(s) and grades

Date from – Date to

School/College/University name

Subject(s) and grades i.e.

Date from – Date to

A Levels: Maths (B), English (A), Physic (C)

School/College/University name - subject

Date from – Date to

## References

Available on request.



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