

# yourname

*An ambitious **Job Title here** who has a long track record of exceeding expectations.*

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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. Below is an 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 & skills.

## Areas of Expertise

One or two words  
One or two words  
One or two words  
One or two words  
One or two words

### EMPLOYMENT HISTORY

JOB TITLE - *Employer's name*                      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.'

#### **Duties:**

- Describe your daily work duties, keep them relevant to the job you are applying for.
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## Professional skills

One or two words  
One or two words  
One or two words  
One or two words  
One or two words

JOB TITLE	<i>Employer's name</i>	Date from – Date to
JOB TITLE	<i>Employer's name</i>	Date from – Date to
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### KEY SKILLS AND COMPETENCIES

#### *Field or sector i.e. Marketing*

- In concise sentences describe your strongest and most job relevant attributes.
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## Personal

One or two words  
One or two words  
One or two words  
One or two words  
One or two words

### ACADEMIC QUALIFICATIONS

*School/College/University name*                      *Dates i.e. 2003 – 2006*  
Subject(s) and grades

*School/College/University name*                      *Dates i.e. 2003 – 2006*  
Subject(s) and grades i.e. A Levels: Maths (B) English (A) Physics (C) Geography

*School/College/University name*                      *Dates i.e. 2003 – 2006*

REFERENCES – Available on request.



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