

# Your Name

## Job Title

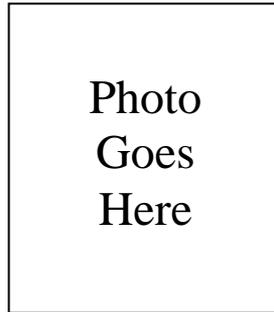
Address here; Dayjob Ltd – The Big Peg, Birmingham B18 6NF T: 0121 638 0026 – E: info@dayjob.com

### 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. 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.

#### PROFESSIONAL

Getting things done  
Extensive office experience  
Controlling budgets & expenses  
Acting as appointed Supervisor  
Managing client information  
Superb organisational abilities  
Report writing capabilities  
Managing any junior staff



#### PERSONAL

Passionate about work duties  
Effective communication skills  
Working as part of a tight team  
Creating a relaxed atmosphere  
Taking on extra responsibility  
Punctual & always on time  
Good at making decisions  
Superb time management

### CAREER HISTORY

#### *Employer's name – Location*

JOB TITLE      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, try to keep them relevant to the job you are applying for.
- Describe your typical daily work duties, try to keep them relevant to the job you are applying for.
- Describe your typical daily work duties, try to keep them relevant to the job you are applying for.
- Describe your typical daily work duties, try to keep them relevant to the job you are applying for.
- Describe your typical daily work duties, try to keep them relevant to the job you are applying for.
- Describe your typical daily work duties, try to keep them relevant to the job you are applying for.

*Employer's name*      JOB TITLE      Date from – Date to

*Employer's name*      JOB TITLE      Date from – Date to

### PROFESSIONAL

- In concise sentences describe your strongest professional attributes, try to keep them relevant to the role.
- In concise sentences describe your strongest professional attributes, try to keep them relevant to the role.
- In concise sentences describe your strongest professional attributes, try to keep them relevant to the role.
- In concise sentences describe your strongest professional attributes, try to keep them relevant to the role.
- In concise sentences describe your strongest professional attributes, try to keep them relevant to the role.
- In concise sentences describe your strongest professional attributes, try to keep them relevant to the role.

### ACADEMIC QUALIFICATIONS

*School/College/University name*      *Year - Year*      Subject(s) and grades

*School/College/University name*      *Year - Year*      Subject(s) and grades

*School/College/University name*      *Year - Year*      Subject(s) and grades

REFERENCES – Available on request



**Copyright information - Please read**

© This template is the copyright of Dayjob Ltd. Job seekers may download and use this particular example for their personal use to help them write their own one. You are also most welcome to link to any page on our site [www.dayjob.com](http://www.dayjob.com). However this resume template must not be distributed, used for commercial purposes or made available on other websites without our prior permission. For any questions relating to the use of this template please email: [info@dayjob.com](mailto:info@dayjob.com)