

# Your Name Job Title

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## PERSONAL STATEMENT

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

### SECTOR

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

- In concise sentences describe your strongest and most job relevant personal attributes.
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## 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. Try to show off your achievements and accomplishments.

### *Duties*

- In short sentences describe your daily work duties, always try to keep them relevant to the job you are applying for.
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### *Employer's name - Location*

JOB TITLE      Date from – Date to

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## 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 i.e. A Levels: Maths (B) English (A)

## REFERENCES – Available on request



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