

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, for instance '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. Always happy to do the mundane duties as well as the more exciting work' (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

- PROFESSIONAL**
- Describe your strongest attributes, try to keep them relevant to the position you are applying for.
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- PERSONAL**
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- OTHER**
- Describe your strongest attributes, try to keep them relevant to the position you are applying for.
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CAREER HISTORY

Employers name - Location

JOB TITLE Dates i.e. Apr 2009 – Present

In a short paragraph of no more than two 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, try to keep them relevant to the job you are applying for.
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Employers name - Location

JOB TITLE Dates i.e. May 2008 – Aug 2009

ACADEMIC QUALIFICATIONS

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

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

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

REFERENCES - Available on request



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