

Job title

Your name, Dayjob Ltd, 120 Vyse Street, Birmingham B18 6NF
T: 0044 121 638 0026 - E: info@dayjob.com

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. Here is an example; 'An enthusiastic, ambitious and professional individual who has a proven track record of achieving results in highly competitive environments. (Your name) is a talented individual who can enhance the performance of any business by using her energy, drive and commitment to succeed to build outstanding relationships with customers and drive overall revenue growth. (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



One or two words
One or two words

Personal



One or two words
One or two words

Dynamic



One or two words
One or two words

Smart



One or two words
One or two words

CAREER HISTORY

Company 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 duties. For example: 'Responsible for organising and leading a team and developing and delivering the company's Sales and Marketing strategy within a specific region'.

Duties

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

Company name - Location

JOB TITLE Date from – Date to

Company name - Location

JOB TITLE Date from – Date to

KEY COMPETENCIES

- In clear sentences describe those unique skills that are relevant to the job you are applying for.
- In clear sentences describe those unique skills that are relevant to the job you are applying for.
- In clear sentences describe those unique skills that are relevant to the job you are applying for.
- In clear sentences describe those unique skills that are relevant to the job you are applying for.

ACADEMIC QUALIFICATIONS

School/College/University name: Course name & grades - Dates i.e. 2004 - 2007

School/College/University name: Course name & grades - Dates i.e. 2004 - 2007

Subject & grades i.e. A levels - Maths (B) English (A) Business Studies (B)

REFERENCES

Available on request



Copyright information - Please read

© This CV 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. However this CV 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