

Your name

Job title

PERSONAL PROFILE

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; 'A well presented, polite, tactful and friendly individual who is able to combine a polite manner with razor-sharp efficiency. Harry is able to do more than just answering questions, he also has a proven track record of building relationships by providing information on additional products and services. Now looking for a suitable position with a reputable, and exciting employer'.

CAREER HISTORY

JOB TITLE

Employers name **dates (i.e. May 2009 – Present)**

In a short paragraph of no more than three sentences describe your role in the company and outline your main responsibilities. i.e. 'Being the first point of contact for customers and clients, and providing them with.....'

Duties

- A sentence describing your duties, try to keep them relevant to the job.
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JOB TITLE

Employers name **dates (i.e. May 2007 – Aug 2008)**

KEY SKILLS AND COMPETENCIES

Professional

- In a sentence describe any skills you have which are relevant to the job.
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ACADEMIC QUALIFICATIONS

Qualification, subject and grades
College, School or University name Dates i.e. 2006 - 2009

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REFERENCES – available on request

AREAS OF EXPERTISE

One or two words

One or two words

One or two words

One or two words

One or two words

One or two words

One or two words

AFFILIATIONS

One or two words

One or two words

One or two words

PERSONAL

One or two words

One or two words

One or two words

One or two words

CONTACT DETAILS

Your name

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Address 2

Address 3

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