

Your name

Job title

Address here; Dayjob Ltd, 120 Vyse Street, Birmingham B18 6NF
Tel: 0121 638 0026 Mobile: 0121 638 0026 Email: info@dayjob.com

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. 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.

Academic qualifications

BA (Hons) Accounting & Finance 2:1

A' Levels: Maths (A) English (B) Geography (C)

Areas of expertise

Business development Brand awareness
Account management Cold calling
Product demonstration Manage pipelines

Work experience

JOB TITLE

Company 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. For instance start off by saying 'Responsible for making sure that the ran smoothly, and was in charge of reporting any

Duties:

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JOB TITLE

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

EXPERIENCE & KEY COMPETENCIES

Professional

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Personal

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Achievements

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References

Available on request.

Personal

Driving license: Yes
Nationality: British
Languages: French, Spanish



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