Job title

Your name

Your address: Dayjob Ltd, 120 Vyse Street, Birmingham, B18 4QX  
Telephone: 0121 638 0026  
Email: [info@dayjob.com](mailto:info@dayjob.com)

PERSONAL PROFILE

Write your personal profile here. Keep it brief and to a maximum of 200 words. As a personal summary will be the first thing a recruiter sees and reads it needs to attract their immediate attention by being informative, well written, concise and focused. It’s aim is to immediately connect with the employer and encourage them to read the rest of your resume.   
More text here.  
More text here.  
More text here.  
More text here.

CAREER HISTORY

**YOUR JOB TITLE**  
*Employers name   
Employment dates*  
Work duties:

|  |
| --- |
| * Give details of your work duties, try to keep them as relevant as possible to the job you are applying for. |
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**YOUR JOB TITLE**  
*Employers name   
Employment dates*  
Work duties:

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| --- |
| * Give details of your work duties, try to keep them as relevant as possible to the job you are applying for. |
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**YOUR JOB TITLE***Employers name - Employment dates* **YOUR JOB TITLE***Employers name - Employment dates*

**PROFESSIONAL SKILLS**

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| * Here list those professional abilities you feel are most relevant to the vacancy you are applying for. |
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KEY COMPETENCIES AND SKILLS

**PERSONAL SKILLS**

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| * Here list those personal skills you feel are most relevant to the vacancy you are applying for. |
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ACADEMIC QUALIFICATIONS

University name Dates  
Subject Degree details   
  
College name Dates  
Subject Grade  
Subject Grade  
Subject Grade  
Subject Grade  
  
School name Dates  
Subject Grade  
Subject Grade  
Subject Grade

REFERENCES

|  |  |
| --- | --- |
| Name: | Text here |
| Address: | Text here |
| Telephone: | Text here |
| Email: | Text here |
| Job title: | Text here |

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| Name: | Text here |
| Address: | Text here |
| Telephone: | Text here |
| Email: | Text here |
| Job title: | Text here |



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