|  |
| --- |
| Your address line 1 |
| Your address line 2 |
| Telephone number |
| Email address |

**Your name Job title**

Write a short career statement here. This is a prime location on your CV and an excellent opportunity to impress the hiring manager therefore try to ensure what you write is professional and relevant to the job you are applying for. 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. Its aim is to immediately connect with the employer and encourage them to read the rest of your resume.

**CAREER STATEMENT**

|  |
| --- |
| **KEY COMPETENCIES AND SKILLS** |
|  |
| * List your daily work duties here, try to list only those relevant to the position your are applying for.
 |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
| **AREAS OF EXPERTISE** |
|  |
| * Keywords
 | * Keywords
 | * Keywords
 |
| * Keywords
 | * Keywords
 | * Keywords
 |
| * Keywords
 | * Keywords
 | * Keywords
 |

**CAREER HISTORY**

|  |
| --- |
| **CURRENT / LAST JOB TITLE**  |
| Employers name  | (Employment dates) |
| In a short concise paragraph (of a few sentences) explain your position within the company. Try to focus on those duties that are relevant to the job that you are applying for.  |
|  |
| **PREVIOUS JOB TITLE**  |
| Employers name  | (Employment dates) |
|  |
| **PREVIOUS JOB TITLE** |  |
| Employers name  | (Employment dates) |

**EDUCATION**

|  |
| --- |
| ***SCHOOL NAME***  |
| Qualification / subject | Grade | *Study dates* |
| Qualification / subject | Grade  |
| Qualification / subject | Grade |
| ***COLLEGE NAME***  |  |
| Qualification  | Grade | *Study dates* |
| Qualification | Grade |  |

**REFERENCES**  Available on request



**Copyright information - Please read**

© This resume 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 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.