

Your Name

Job Title

Contact details; Dayjob.com, 120 Vyse Street, Birmingham B18 6NF T: 0121 638 0026 – E: info@dayjob.com

PERSONAL SUMMARY

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. For 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. Easy going by nature, and able to get along with work colleagues and managers Having a real passion for with a strong desire to provide the highest level of (Your name) is now looking for a suitable position with a responsible employer.

CAREER HISTORY

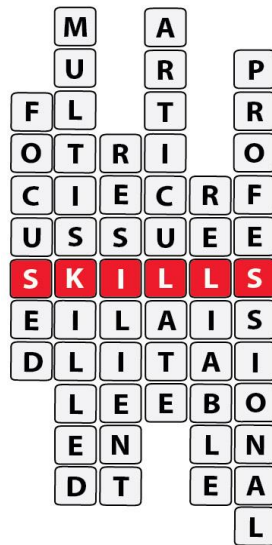
Employers name - Location

JOB TITLE

Dates (i.e. June 2014 - Present)

In a short statement of no more than two sentences describe your role within the company.

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

- In a short, concise and brief sentence describe your duties.
- In a short, concise and brief sentence describe your duties within the company.
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Employers name – Location **JOB TITLE** Dates (i.e. June 2014 - Present)

In a short statement of no more than two sentences describe your role in the company and outline your main responsibilities. For example 'Responsible for making sure that the ran smoothly, and for ...'.

Employers name – Location **JOB TITLE** Dates (i.e. June 2014 - Present)

COMPETENCIES

Sector/Industry

- In concise sentences describe your strongest professional skills, keep them relevant to the job you're applying for.
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Personal

- In concise sentences describe your strongest personal attributes, keep them relevant to the job you're applying for.
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ACADEMIC QUALIFICATIONS

University/College/School	Dates i.e. 2006 – 2009	Course, subject and grades
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REFERENCES - Available on request



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