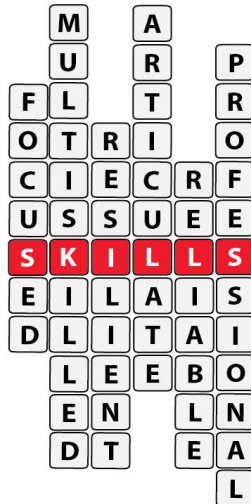


# Your Name

## 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 currently 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 or so sentences describe your role in the company and outline your main responsibilities. For example; 'Responsible for making sure that the ..... ran smoothly, and for ...'.

#### Duties:

- Describe your daily work duties using short sentences, try to keep them relevant to the job you're applying for.
- Describe your daily work duties using short sentences, try to keep them relevant to the job you're applying for.
- Describe your daily work duties using short sentences, try to keep them relevant to the job you're applying for.
- Describe your daily work duties using short sentences, try to keep them relevant to the job you're applying for.
- Describe your daily work duties using short sentences, try to keep them relevant to the job you're applying for.
- Describe your daily work duties using short sentences, try to keep them relevant to the job you're applying for.
- Describe your daily work duties using short sentences, try to keep them relevant to the job you're applying for.

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

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

### PROFESSIONAL SKILLS

#### Sector/Industry

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

#### Personal

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

### ACADEMIC QUALIFICATIONS

<b>University/College/School</b>	<b>Dates i.e. 2006 – 2009</b>	Course, subject and grades
<b>University/College/School</b>	<b>Dates i.e. 2006 – 2009</b>	Course, subject and grades
<b>University/College/School</b>	<b>Dates i.e. 2006 – 2009</b>	Course, subject and grades
<b>University/College/School</b>	<b>Dates i.e. 2006 – 2009</b>	Course, subject and grades
<b>University/College/School</b>	<b>Dates i.e. 2006 – 2009</b>	Course, subject and grades

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](http://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](mailto:info@dayjob.com).