

Your Name

Job title

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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 i.e. 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 (Your name) is currently looking for a suitable position with a responsible employer.



CAREER HISTORY

JOB TITLE *Employers name, Location* 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 i.e. '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 vacancy in question.
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Employers name - Location **JOB TITLE** Dates (i.e. June 2014 - Present)

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

PROFESSIONAL SKILLS

Administrative

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

- In short sentences describe your strongest personal skills, 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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