**PERSONAL SUMMARY**Firstly introduce yourself, then give information on the position you are looking for. List your strongest and most relevant points. Briefly explain why you feel you are the most suitable candidate for the position. Here are some examples of how to start of:
‘With an extensive three year background in….’
‘I am currently seeking a position as a xxxx with an established company in the xxxx field’.

**Medical Assistant**

**Your name**

**EDUCATION**

|  |
| --- |
| *Nuneaton College* |
| *2005 - 2008* |
| *NVQ Diploma in Business Management* |

|  |
| --- |
| *Name of Academic Institution* |
| *Dates attended* |
| *Subjects and qualifications taken and grades achieved* |
| *Subjects and qualifications taken and grades achieved* |

**REFERENCES** - Available on request.

Your address: Dayjob Ltd, The Big Peg, 120 Vyse Street, Birmingham B18 6NF
 T: 0121 638 0026 E: info@dayjob.com

**WORK EXPERIENCE**

|  |
| --- |
| **JOB TITLE OF YOUR CURRENT OR LAST JOB** |
| EMPLOYERS NAME  | EMPLOYMENT DATES (i.e. June 2010 – present) |

Duties:

* In short sentences write about your daily work duties.
*

|  |
| --- |
| **JOB TITLE OF YOUR CURRENT OR LAST JOB** |
| EMPLOYERS NAME  | EMPLOYMENT DATES (i.e. June 2010 – present) |

|  |
| --- |
| **JOB TITLE OF YOUR CURRENT OR LAST JOB** |
| EMPLOYERS NAME  | EMPLOYMENT DATES (i.e. June 2010 – present) |

**SKILLS AND COMPETENCIES**

|  |  |  |
| --- | --- | --- |
| * Keyword
 | * Keyword
 | * Keyword
 |
| * Keyword
 | * Keyword
 | * Keyword
 |

**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.

