**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](mailto: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 |

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