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| **Your current job title** |
| Employers name Employment date (i.e. May 2008 – Present) |
| In a short concise paragraph (of a few sentences) explain your position within the company. |

**Key competencies and skills**  
**Professional attributes**

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| * In single sentences list your strongest industry and job related skills, achievements and experiences. |
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| **Your previous job title** |
| Employers name Employment date (i.e. May 2006 – May 2008) |

**Career history**

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| * Using these bullet points give details of your day to day work duties. |
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**Personal profile**  
  
Write you personal statement here, in about 300 words explain your career aims and objectives. As a personal summary will be the first thing a recruiter sees and reads it needs to attract their immediate attention by being informative, well written, concise and focused. It’s aim is to immediately connect with the employer and encourage them to read the rest of your resume.

**Medical Assistant**

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| --- | --- | --- | --- | --- |
| **Personal** | Your name | Address: Dayjob Ltd, 120 Vyse street, Birmingham, England | E: [info@dayjob.com](mailto:info@dayjob.com) | T: 0121 638 0026 |

**References** - Available on request

**Academic qualifications**  
  
BA (Hons) Business Management   
Nuneaton North University 2005 - 2008

A levels: Math (A) English (B) Technology (B) Science (C)   
Coventry Central College 2003 - 2005

**Personal attributes**

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| --- |
| * Briefly list what you consider to be your best personal skills and characteristics. |
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