**Your name**  
**Medical Assistant**

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| Your address ♦ Dayjob Ltd ♦ 120 Vyse Street ♦ Birmingham ♦ B18 6NF |
| Tel: 0121 638 0026 ♦ Email: [info@dayjob.com](mailto:info@dayjob.com) |

**Personal profile**  
Write a short paragraph of a few lines giving information about your relevant work experience, abilities and personal skills. 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. Its aim is to immediately connect with the employer and encourage them to read the rest of your resume.  
More text here.  
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**Key relevant skills**

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| * Using bullet points list what you feel are your most relevant job related professional skills and achievements. |
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**Employment History**

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| **YOUR MOST RECENT JOB TITLE** |
| Employers name | *Employment dates* |
| In a few short sentences give a brief description of your role within the organisation, try to keep it as relevant as possible. | |

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| * Describe your daily work duties, as always try to keep them as relevant as possible to the job your are applying for. |
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**References** - Available on request.

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| **TRAINING** |
| Name of award or achievement. |
| Name of award or achievement. |

**Academic Qualifications**

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| **SCHOOL / COLLEGE NAME** | |
| Qualification / subject | Grade | *Study dates* |
| Qualification / subject | Grade |
| Qualification / subject | Grade |
| Qualification / subject | Grade |
| Qualification / subject | Grade |  |
| **UNIVERSITY NAME** | |
| Degree name | Grade | *Study dates* |
| NVQ name | Grade |

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| **PREVIOUS JOB TITLE** |
| Employers name | *Employment dates* |

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| **PREVIOUS JOB TITLE** |
| Employers name | *Employment dates* |

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| **PREVIOUS JOB TITLE** |
| Employers name | *Employment dates* |

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| **PREVIOUS JOB TITLE** |
| Employers name | *Employment dates* |
| In a few short sentences give a brief description of your role within the organisation, try to keep it as relevant as possible. | |

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| * Describe your daily work duties, as always try to keep them as relevant as possible to the job your are applying for. |
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