

Your name

Job title

Contact info here; The Big Peg, Birmingham, B18 6NF - T: 0121 638 0026 - E: info@dayjob.com

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. Below is a example; 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. (Your name) is currently looking for a suitable position with a responsible employer who will assist in the development of his / her career & skills.

WORK EXPERIENCE

Company name - Location

JOB TITLE Date from – Date to

In a short paragraph of no more than three lines describe your job role and main responsibilities. i.e. 'Responsible for providing secretarial and administrative support to all parts of the business. In addition to this also involved in covering the reception area at lunchtime and during holiday periods.'

Duties:

- Describe your daily work duties, always try to keep them relevant to the job you are applying for.
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Company name - Location

JOB TITLE Date from – Date to

KEY SKILLS

Professional

- In concise sentences describe your strongest professional attributes, try to keep them relevant to the job.
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AREAS OF EXPERTISE

- One or two words
- One or two words
- One or two words
- One or two words
- One or two words
- One or two words
- One or two words
- One or two words

EDUCATION

School/College/University name

Dates i.e. 2003 – 2006

Subject(s) and grades

School/College/University name

Dates i.e. 2003 – 2006

Subjects and grades

Subjects and grades i.e. Maths (A) English (A) Geography (A) Physics (A)

REFERENCES – Available on request



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