

## PERSONAL STATEMENT

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. Here is an example; 'An enthusiastic, ambitious and professional individual who has a proven track record of achieving results in highly competitive environments. (Your name) is a talented individual who can enhance the performance of any business by using her energy, drive and commitment to succeed to build outstanding relationships with customers and drive overall revenue growth.'

## CAREER

**Company name - Location**

**JOB TITLE      Date from – Date to**

In a short paragraph of no more than three sentences describe your role in the company and outline your main duties. For example: 'Responsible for organising and leading a team and developing and delivering the company's Sales and Marketing strategy within a specific region'.

### Duties

- Describe your typical daily work duties, always try to list those that are relevant to the job you are applying for.
- Describe your typical daily work duties, always try to list those that are relevant to the job you are applying for.
- Describe your typical daily work duties, always try to list those that are relevant to the job you are applying for.
- Describe your typical daily work duties, always try to list those that are relevant to the job you are applying for.
- Describe your typical daily work duties, always try to list those that are relevant to the job you are applying for.

**Company name - Location**

**JOB TITLE      Date from – Date to**

## AREAS OF EXPERTISE

- One or two words

## KEY SKILLS

### Professional

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

## ACADEMIC QUALIFICATIONS

School/College/University name:      Course name & grades      -      Dates i.e. 2004 - 2007

School/College/University name:      Course name & grades      -      Dates i.e. 2004 – 2007

School/College/University name:      Course name & grades      -      Dates i.e. 2004 – 2007

Subject & grades i.e. A levels -      Maths (B)      English (A)      Business Studies (B)

## REFERENCES

Available on request



**Copyright information - Please read**

© This 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](http://www.dayjob.com). However this resume 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](mailto:info@dayjob.com)