

YOUR NAME

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JOB TITLE

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, for instance 'An efficient, organised & approachable person who is always willing to help work colleagues out. Possessing fast and effective secretarial skills, and having a strong administrative background with knowledge of the latest office management techniques and experience of using specialist software packages. Always happy to do the mundane office duties as well as the more exciting work.'

WORK EXPERIENCE

JOB TITLE – COMPANY NAME - LOCATION

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.'

- Describe your typical daily work duties, try to keep them relevant to the job you are applying for.
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Date from – Date to

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Date from – Date to

KEY SKILLS

Professional

- In short 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

EDUCATION

University name	Dates	Subject(s)	Grade(s)
College name	Dates	Subject(s)	Grade(s)
College name	Dates	Subject(s)	Grade(s)
School	Dates	Subject(s)	Grade(s)

REFERENCES

Available on request.



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