

Rachel Williams

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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 and 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 specialist software packages.'

AREAS OF EXPERTISE

- One or two words

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, always try to keep them relevant to the current job you are applying for.
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KEY SKILLS

Professional

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

| | | |
|--------------------------------|-------------|--------------------------------------------|
| School/College/University name | Year – Year | Subject(s) and grades |
| School/College/University name | Year – Year | Subject(s) and grades |
| School/College/University name | Year – Year | Subject(s) and grades i.e. |
| School/College/University name | Year – Year | A Levels: Maths (B) English (A) Physic (A) |

REFERENCES – Available on request



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