

yourname

*An ambitious **Job Title here** who has a long track record of exceeding expectations.*

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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 an 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.

EMPLOYMENT HISTORY

Areas of Expertise

- One or two words

JOB TITLE - *Employer's name* 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.'

Duties:

- Describe your daily work duties, keep them relevant to the job you are applying for.
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Professional skills

- One or two words

JOB TITLE	<i>Employer's name</i>	Date from – Date to
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KEY SKILLS AND COMPETENCIES

Field or sector i.e. Marketing

- In concise sentences describe your strongest and most job relevant attributes.
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Personal

- One or two words

ACADEMIC QUALIFICATIONS

School/College/University name *Dates i.e. 2003 – 2006*
Subject(s) and grades

School/College/University name *Dates i.e. 2003 – 2006*
Subject(s) and grades i.e. A Levels: Maths (B) English (A) Physic (C) Geography

School/College/University name *Dates i.e. 2003 – 2006*

REFERENCES – Available on request.



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