

# Your Name

## Job Title

Address here; Dayjob Ltd – 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.

#### PROFESSIONAL

Getting things done  
Extensive office experience  
Controlling budgets & expenses  
Acting as appointed Supervisor  
Managing client information  
Superb organisational abilities  
Report writing capabilities  
Managing any junior staff



#### PERSONAL

Passionate about work duties  
Effective communication skills  
Working as part of a tight team  
Creating a relaxed atmosphere  
Taking on extra responsibility  
Punctual & always on time  
Good at making decisions  
Superb time management

### CAREER HISTORY

#### *Employer's 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 responsibilities.

#### *Duties:*

- Describe your typical daily work duties, try to keep them relevant to the job you are applying for.
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*Employer's name*      JOB TITLE      Date from – Date to

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### PROFESSIONAL

- In concise sentences describe your strongest professional attributes, try to keep them relevant to the role.
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### ACADEMIC QUALIFICATIONS

*School/College/University name*      *Year - Year*      Subject(s) and grades

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REFERENCES – Available on request



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