

Your Name Job Title

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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. 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.

AREAS OF EXPERTISE

SECTOR

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

- In concise sentences describe your strongest and most job relevant personal attributes.
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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. Try to show off your achievements and accomplishments.

Duties

- In short sentences describe your daily work duties, always try to keep them relevant to the job you are applying for.
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Employer's name - Location

JOB TITLE Date from – Date to

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ACADEMIC QUALIFICATIONS

| | | |
|--------------------------------|-------------|--|
| 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. A Levels: Maths (B) English (A) |

REFERENCES – Available on request



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