

YOUR NAME

JOB TITLE

Dayjob Ltd, 120 Vyse Street, Birmingham B18 6NF

T: 0121 638 0026 – M: 0121 638 0026

E: info@dayjob.com

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 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. (Name) is currently looking for a suitable position with a responsible employer who will assist in the development of his / her career & skills.

Skills

Professional

One or two words
One or two words
One or two words
One or two words
One or two words
One or two words
One or two words
One or two words

Personal

One or two words
One or two words
One or two words
One or two words
One or two words
One or two words
One or two words
One or two words

Other

One or two words
One or two words
One or two words
One or two words
One or two words
One or two words
One or two words
One or two words

Career

JOB TITLE

Dates i.e. May 2009 – Present

Employers name

In a short paragraph of no more than three sentences describe your role in the company and outline your main responsibilities. For instance start of by saying 'Responsible for making sure that the ran smoothly, and was in charge of reporting any issues – etc.

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

JOB TITLE

Dates i.e. May 2007 – Aug 2008

Employers name

JOB TITLE

Dates i.e. May 2007 – Aug 2008

Employers name

Academic

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. Math (A) English (C) Physics (B)

References

Available on request.



Copyright information - Please read

© This CV template is the copyright of Dayjob Ltd. Job seekers may download and use this particular example for their personal use to help them write their own one. You are also most welcome to link to any page on our site www.dayjob.com. However this CV template must not be distributed, used for commercial purposes or made available on other websites without our prior permission. For any questions relating to the use of this template please email: info@dayjob.com