

# YOUR NAME JOB TITLE

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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 experience of using specialist software packages. Always happy to do the mundane office duties as well as the more exciting work'.

**AREAS OF EXPERTISE**

- 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 HISTORY** Job title Date i.e. May 2009 - Present  
EMPLOYERS NAME  
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**

- Short sentence describing your work duties, try to make them relevant to the job.
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Job title Date i.e. May 2007 – Aug 2008  
EMPLOYERS NAME

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EMPLOYERS NAME

**KEY SKILLS**

- In concise sentences describe your most relevant skills.
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**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

Details of any training you have completed  
Details of any training you have completed

**REFERENCES** Available on request



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