

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, 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'.

Employment History

Employer's name - Location

JOB TITLE 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. Other tasks include covering the reception area at lunchtime and during holiday periods.'

Duties:

- Short sentence describing your work duties, try to keep it relevant to the position you are applying for.
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Employer's name - Location

JOB TITLE Date from – Date to

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JOB TITLE Date from – Date tog

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

Professional skills

- In concise sentences describe your most relevant skills.
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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
 School/College/University name - Dates i.e. 2003 – 2006 - Subject(s) and grades

References - Available on request.



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