



TO

Contact name
Position
Company name
Address 1
Address 2
Address 3

JOB REF.

Position you are
applying for

DATE

4th February 2020

Network Engineer

James Branson

CONTACT

 Dayjob.com, 120 Vyse Street
Birmingham B18

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 info@dayjob.com

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ACHIEVEMENTS

JOB TITLE - Company name

Date

Explain your key achievements during your time with the company. Don't be shy, instead shout about your achievements. Prioritize those that are relevant to the vacancy, and when describing them try to use 'action verbs' like completed, created, developed and established.

JOB TITLE - Company name

Date

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