

KEY SKILLS AND COMPETENCIES · In concise sentences describe your strongest job relevant attributes. · In concise sentences describe your strongest job relevant attributes. · In concise sentences describe your strongest job relevant attributes. · In concise sentences describe your strongest job relevant attributes. · In concise sentences describe your strongest job relevant attributes. · In concise sentences describe your strongest job relevant attributes. · In concise sentences describe your strongest job relevant attributes. · In concise sentences describe your strongest job relevant attributes. · In concise sentences describe your strongest and most relevant attributes and skills. In concise sentences describe your strongest, most relevant skills.

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WORK EXPERIENCE Company name - Location JOB TITLE Employment dates (i.e. May 2016 – Present) 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 office ran smoothly and was in charge of reports’.

ACADEMIC QUALIFICATIONS University name, dates i.e. 2013 - 2014, course details, subject and grades, Subject and grades, Subject and grades, Subject and grades College name, dates i.e. 2013 - 2014, course details, subject and grades, Subject and grades, Subject and grades, Subject and grades School name, dates i.e. 2013 - 2014, course details, subject and grades, Subject and grades, Subject and grades, Subject and grades. TRAINING Give details of any training courses you have taken. Give details of any training courses you have taken. CERTIFICATION Give details of any certificates. Give details of any certificates. Give details of any certificates. AWARDS Give full details of any or all awards or achievements hat you may have won during your persona, career,

Your name, Job title, PERSONAL SUMMARY Start by writing a brief, short, concise short introduction of just a few paragraphs explaining who you are, your strengths and why you feel you are such a suitable candidate. Write it in the third person and not the first. Here is a example; A capable

enthusiastic, focused competent and quiet hard-working person who has the required level of professional skills needed to push forward key changes and deliver quality, customer focused & effective service in any work setting. As a sociable and also good communicator she is able to develop new initiatives and also build effective relationships with all people from various social back grounds.

PERSONAL ATTRIBUTES · In concise sentences describe your strongest and most relevant personal attributes. In concise sentences describe your strongest and most relevant personal attributes. In concise sentences describe your strongest and most relevant personal attributes. In concise sentences describe your strongest and most relevant personal attributes. In concise sentences describe your strongest and most relevant personal attributes. In concise sentences describe your strongest and most relevant personal attributes. In concise sentences describe your strongest and most relevant personal attributes. In concise sentences describe your strongest and most relevant personal attributes, skills and also competencies In concise sentences describe your strongest and relevant skills.

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Work Duties: 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 main job.

YOUR CONTACT DETAILS GO HERE; This template has been designed by www.dayjob.com, The Big Peg, Birmingham, B18 6NF, England, UK, T: 0121 638 0026, E: info@dayjob.com. ACHIEVEMENTS Company name, Give details of all or any achievements you have been commended for. Company name, Give details of any achievements you have been commended for. Company name, Give details of any achievements you have been commended for. HOBBIES In a short statement of no more than a few sentences describe your hobbies and interests, focus on those that show teamwork and social skills. In a short statement of no more than a few sentences describe your hobbies and interests, focus on those that show teamwork. In a short statement of no more than a few sentences describe your



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