AREAS OF EXPERTISE

*Hitting targets  
  
Teamwork   
  
Health & safety  
  
MS Office  
  
Business administration  
  
One or two words  
  
One or two words*

Your name  
Job title

PERSONAL SUMMARY  
  
Write a short introduction of just a few sentences explaining who you are and clearly and tactfully giving reason why you want to change careers. Also describe you most relevant experience, transferable skills and achievements. Write it in the third person. For instance; “An enthusiastic, hard working and competent ............... professional who is now looking for a career advancement opportunity where she can use the skill she has previously gained to maximum effect. (Your name) has all of the competencies needed to make a success of your position. As per your requirements she has the ability to ……….. and ……….. – On a personal level she is a real team player who goes out of her way to help work colleagues.”

KEY SKILLS

* Give details of your relevant skills that can be transferred to and used in the new role.
* For example, if the job you are want asks for marketing skills then mention them.
* Give details of your relevant skills that can be transferred to and used in the new role.
* Give details of your relevant skills that can be transferred to and used in the new role.

CAREER HISTORY  
  
***Company name - Location***

JOB TITLE Dates i.e. 2016 – Present   
In two sentences describe your role in the company and outline your main duties. For instance; ‘Responsible for making sure that the .................. ran smoothly”.  
  
***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 job you are applying for.
* Describe your daily work duties, keep them relevant to the job you are applying for.

***Company name - Location***

JOB TITLE Dates i.e. 2014 - 2016   
In two sentences describe your role in the company and outline your main duties. For instance; ‘Responsible for making sure that the .................. ran smoothly”.

***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 job you are applying for.

***Company name - Location***

JOB TITLE Dates (i.e. 2014 – 2016))  
 ***Company name - Location***

JOB TITLE Dates (i.e. 2014 – 2016))

CAREER STATEMENT

*In the first person write a brief summary of how you can hit the ground running and be an immediate asset i.e. “I feel that my greatest strengths are firstly my strong commitment to providing professional support to colleagues. Secondly my skill at developing & maintaining a close working relationships with people from all backgrounds.”*

Your name

CONTACT

*Your name  
Address 1  
Address 2  
Address 3  
Address 4  
T: 01234 000 0000  
M: 01234 000 0000  
E:* [*info@dayjob.com*](mailto:info@dayjob.com) *Driving license: Yes*

***Company name - Location***

JOB TITLE Dates (i.e. 2014 – 2016))  
 ***Company name - Location***

JOB TITLE Dates (i.e. 2014 – 2016))

ACHIEVEMENTS

* Give details (including statistics) of key achievements during your career.
* Give details (including statistics) of key achievements during your career.
* Give details (including statistics) of key achievements during your career.
* Give details (including statistics) of key achievements during your career.

KEY SKILLS AND COMPETENCIES

***Skill (i.e. Customer service)***

* If the target job requires certain skills i.e. a foreign language, then enter here.
* In concise sentences describe your most professional attributes.
* In concise sentences describe your most professional attributes.
* In concise sentences describe your most professional attributes.
* In concise sentences describe your most professional attributes.
* In concise sentences describe your most professional attributes.
* In concise sentences describe your most professional attributes.

***Personal***

* Use this section to demonstrate that you are sociable and easy to get along with.
* Not panicking and staying cool calm and collected when things start to go wrong.
* Demonstrate your ability to work hard and not run out of steam.
* In concise sentences describe your strongest personal attributes.
* In concise sentences describe your strongest personal attributes.
* In concise sentences describe your strongest personal attributes.
* In concise sentences describe your strongest personal attributes.

ACADEMIC QUALIFICATIONS   
  
***University name Dates***

BSc (Hons) Degree details   
More text here  
  
***College name Dates***A Levels:   
Maths (B)   
English (A)   
Physic (C)

***School name Dates***Qualifications and Grades

REFERENCES – Available on request.

PERSONAL SKILLS

*Articulate  
  
Flexible attitude   
  
Determination  
  
Perseverance  
  
Attention to detail*

*Confidence   
  
One or two words  
  
One or two words  
  
One or two words*

PROFESSIONAL

*French speaker  
  
Spanish speaker  
  
Advanced First Aid  
  
MBA  
  
One or two words  
  
One or two words  
  
One or two words*