Your address goes here – Your address goes here  
T: 01234 000 0000   
M: 01234 000 0000   
E: info@dayjob.com

**YOUR**

**NAME**

**JOB TITLE**

|  |  |
| --- | --- |
| **PERSONAL SUMMARY** | Write a short introduction of just a few sentences explaining your most relevant experience, transferable skills and achievements. Write it in the third person. For instance; “A reliable, capable and enthusiastic individual who is able to take on the duties of this role. (Your name) possesses extensive real life experience of ………….. and of driving continuous improvements across a range of work activities. She has a track record of coming up with practical improvement initiatives which will enhance a company’s overall effectiveness and harnesses the latent potential of its workers. Currently looking to join a suitable organization that rewards hard work and offers good opportunities for career development.” |

**AREAS OF EXPERTISE**

|  |  |  |  |  |  |  |  |  |  |  |
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|  | |  |  |  | | --- | --- | --- | | * Leadership skills | * Time management | * One or two words | | * IT skills | * Communication skills | * One or two words | | * Customer service | * One or two words | * One or two words | |

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| **CAREER HISTORY** | JOB TITLE Dates i.e. 2017 - Present Company name In a short paragraph of no more than two sentences describe your role in the company and outline your main responsibilities. For instance; “Responsible for ensuring that the ………”. |

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| **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. * 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. * Describe your daily work duties, keep them relevant to the job you are applying for. |

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|  | JOB TITLE Dates i.e. 2017- 2018 Company name In a short paragraph of no more than two sentences describe your role in the company and outline your main responsibilities. For instance; “Responsible for ensuring that the ………”. |

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| **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. * Describe your daily work duties, keep them relevant to the job you are applying for. |

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|  | JOB TITLE Dates i.e. 2017- 2018 Company name   JOB TITLE Dates i.e. 2017- 2018 Company name   JOB TITLE Dates i.e. 2017- 2018 Company name |

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| **REFERENCES** | Available on request |

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| **CERTIFICATES & AWARDS** | Give details your accomplishments here. |
|  | Give details your accomplishments here. |
|  | Give details your accomplishments here. |

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| **Professional** | * A good knowledge of the how to use MS Office packages to maximum effect. * Promoting good work practices. * Able to coach and mentor more junior staff across a number of disciplines. * Ability to present to senior levels of management (e.g. Director, MD). * Experience in managing technical infrastructure projects & off shore teams. * Can quickly grasp and master new concepts. * In concise sentences describe your most professional and relevant attributes. * Experience working with high level stakeholders. * Setting goals and objectives for individuals and teams. |

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| **Personal** | * List your personal skills, especially those relevant to the job you are applying for. * List your personal skills, especially those relevant to the job you are applying for. * List your personal skills, especially those relevant to the job you are applying for. * List your personal skills, especially those relevant to the job you are applying for. |

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| **INTERESTS** | Use this section to show case your personality and use it as a chance to portray yourself as an exciting person who is worth meeting and whose expertise goes beyond that of the basic work duties. Focus on good talking points that will catch a employers’ eye, points you could mention are; singing, dancing, going to the movies, sports, travelling, and any other unusual extracurricular activities. |

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| **ACADEMIC** | **University name** | Date |
|  | Degree subject and grade |  |
|  |  |  |
|  | **College name** | Date |
|  | Subjects and grade |  |
|  | Subjects and grade |  |
|  |  |  |
|  | **School name** | Date |
|  | Subjects and grade |  |
|  | Subjects and grade |  |

|  |  |
| --- | --- |
| **KEY SKILLS** |  |
| **i.e. Administration** | * In concise sentences describe your most professional and relevant attributes. * In concise sentences describe your most professional and relevant attributes. * In concise sentences describe your most professional and relevant attributes. * In concise sentences describe your most professional and relevant attributes. * Assigning tasks to staff & clearly explaining how those duties are to be done. * Discipline staff and when required dismissing them. * In concise sentences describe your most professional and relevant attributes. * In concise sentences describe your most professional and relevant attributes. * Able to introduce new processes to a team and organization. * In concise sentences describe your most professional and relevant attributes. * Setting goals and objectives for individuals and teams. |