Address goes here, address goes here, Address  
T: 01234 000 0000  
M: 01234 000 0000  
E: info@dayjob.com

**i.e. Administration**

Office work  
Writing letters  
One or two words  
One or two words  
One or two words  
One or two words  
One or two words  
One or two words

**Personal**

Attention to detail  
Communication skills  
Hard working  
Presentation skills  
Problem solving  
Analytical mind  
High levels of integrity  
Negotiating

**Professional**

Predicting future trends  
Supervisory skills  
IT skills  
Decision making  
Managing budgets  
Effective delegation  
Conflict resolution  
Effective delegation

Write a short introductory paragraph of just a few sentences explaining your most relevant experience, transferable skills and achievements. Write it in the third person. For instance; “A highly motivated and results driven …………… who has over three years of invaluable experience in …………………….. (Your name) is skilled in numerous …………. fields, including: …………… and ……….. She has the ability to handle complex assignments effectively and also possesses the confidence needed to work as part of a team or independently. Right now, she is looking for a ………….”

***Summary***

***JOB TITLE***

YOUR NAME

***Skills***

JOB TITLE Dates (i.e. 2016 – 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; “I was in charge of making sure ….……”

* Describe your daily work duties, keep them relevant to the job you are applying for.
* Providing accurate financial information to colleagues and senior managers
* Identifying areas for cost cutting and process improvement.
* Describe your daily work duties, keep them relevant to the job you are applying for.
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JOB TITLE Dates (i.e. 2016 – 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; “I was in charge of making sure ….……”

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

JOB TITLE Dates (i.e. 2016 – 2018))  
Company Name  
  
JOB TITLE Dates (i.e. 2016 – 2018))  
Company Name  
  
JOB TITLE Dates (i.e. 2016 – 2018))  
Company Name

***Achievements***

Give details of your key career achievements, prioritise those that are relevant to the vacancy.  
Give details of your key career achievements, prioritise those that are relevant to the vacancy.   
Give details of your key career achievements, prioritise those that are relevant to the vacancy.   
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***Competencies***

SKILLS (i.e. CUSTOMER SERVICE)

* In concise sentences describe your most professional and relevant attributes.
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* In concise sentences describe your most professional and relevant attributes.
* In concise sentences describe your most professional and relevant attributes.

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Available on request.

***Academic***

University name Dates i.e. 2012 – 2015  
Degree name BA (Hons)  
  
College name Dates i.e. 2010 – 2012  
Course and grades: Math (A) English (C) Physics (B)   
List more qualifications   
List more qualifications  
  
School name Dates i.e. 2005 – 2010  
Course and grades: Math (A) English (C) Physics (B)   
List more qualifications

***References***