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.
* 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***