Your name  
Job title

PERSONAL SUMMARY   
  
Write a summary that describes who you are and what you have to offer. To compensate for your lack of experience show off your personality, cultural fit, communication skills and future potential. For example; “A team player with excellent communication skills and academic qualifications, who has recently graduated with a degree in ………….   
  
(Your name) possesses superb interpersonal skills which allow her to communicate with people from all backgrounds, including senior decision makers. She is confident in her ability to hit the ground running and become an immediate asset to your operations. Easy going by nature and able to get along with both work colleagues and senior managers.   
  
Right now she is looking for a suitable …………. position with a reputable company that wants to recruit talented graduates.”   
  
ACADEMIC QUALIFICATIONS   
  
***University name Dates***

BSc (Hons) Degree details   
More information here  
  
***College name Dates***A Levels:   
Maths (B)   
English (A)   
Physic (C)  
More information here  
   
***School name Dates***Qualifications and Grades

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

JOB TITLE Dates; 2016 – Present  
In two sentences describe your role in the company and outline your main responsibilities. i.e; ‘Responsible for making sure that the .......... ran smoothly”.  
  
***Duties****:*

* Describe your daily work duties, keep them relevant to the vacancy in question.
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* Describe your daily work duties, keep them relevant to the vacancy in question.
* Describe your daily work duties, keep them relevant to the vacancy in question.

***Company name - Location***

JOB TITLE Dates; i.e. 2016 – 2017  
In two sentences describe your role in the company and outline your main responsibilities. i.e; ‘Responsible for making sure that the .......... ran smoothly”.

AREAS OF EXPERTISE  
*MS Office  
Administrative procedures  
Processing information  
Creating spreadsheets  
Multitasking  
One or two words  
One or two words  
One or two words*

*One or two words*

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 names  
Address 1  
Address 2  
Address 3  
Address 4  
T: 01234 000000000  
M: 01234 00000000  
E: your.name@mail.com*

VOLUNTARY EXPERIENCE   
  
***Organisation name - Location***

JOB TITLE Dates i.e. 2016 – 2017  
In two sentences describe your role in the company and outline your main responsibilities. i.e; ‘Working two days a week as a totally unpaid volunteer ….”.  
  ***Duties***:

* Describe your daily work duties, keep them relevant to the vacancy in question.
* Carrying out general administrative duties in the organisations office.
* Organising and participating in fundraising activities.
* Updating the website with relevant news and information.
* Keeping databases and spreadsheets up to date.
* Working on the reception desk answering phone calls.

KEY SKILLS AND COMPETENCIES

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

|  |
| --- |
| * 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, * In concise sentences describe your most professional attributes. |

***Personal***

|  |
| --- |
| * 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. * In concise sentences describe your strongest personal attributes. * In concise sentences describe your strongest personal attributes. * In concise sentences describe your strongest personal attributes. |

REFERENCES - Available on request.

PROFESSIONAL

*First Aid Certificate  
  
French speaker   
  
One or two words*

PERSONAL SKILLS

*An eye for detail  
  
Excellent communicator*

*Tactful & articulate  
  
Problem solving*

*One or two words*

*One or two words  
  
One or two words*