**Your name**
**Dayjob Ltd, The Big Peg, Birmingham, B18 6NF
T: 0044 121 638 0026, M: 0870 061 0121, E: info@dayjob.com**

 **Job title**

Write a short introduction of just a few paragraphs explaining who you are, your strengths and why you feel you are a suitable candidate for promotion. Write it in the third person, for example ‘An enthusiastic, hard working and competent ................... professional who possess the required level of .................... experience needed to for the next stage in her career. (Your name) is currently looking for a suitable role that has more responsibilities than her current position with an employer who will assist in the development of her career.”

 Areas of Expertise

|  |  |  |  |
| --- | --- | --- | --- |
| Customer service  | One or two words | One or two words | One or two words |
| Administration  | One or two words  | One or two words | One or two words |
| One or two words | One or two words | One or two words | One or two words |

 Career History

***JOB TITLE –*** Company name Date from – Date to
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 making sure the …………”
***Duties****:*

* Describe your typical daily work duties, always try to keep them relevant to the job you are applying for.
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 Key Skills & Competencies

***SKILLS (i.e. CUSTOMER SERVICE)***

* In concise sentences describe your strongest professional attributes, try to keep them relevant to the job.
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***PROFESSIONAL***

* In concise sentences describe your most professional attributes.
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***PERSONAL***

* In concise sentences describe your best personal attributes.
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 Academic Qualifications

|  |  |  |
| --- | --- | --- |
| University name  | Degree BA (Hons) More text here  | Dates  |
| College name   | Couse info and grades More text hereMore text hereMore text here | Dates |
| School name  | Couse info and grades More text hereMore text hereMore text here | Dates |

 References

Available on request.