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; “An enthusiastic, hard working and competent ............... professional who is now looking for a career advancement opportunity where she can use the skill she has previously gained to maximum effect. (Your name) has all of the competencies needed to make a success of your position. As per your requirements she has the ability to ……….. and ……….. – On a personal level she is a real team player who goes out of her way to help work colleagues.”

AREAS OF EXPERTISE

*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  
  
One or two words*

KEY SKILLS AND COMPETENCIES

***Skills 1 (i.e. Administration)***

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

***Skills 2 (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.

***Achievements (or more skills)***

* Give details, including numbers of key achievements during your career.
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***Professional***

* In concise sentences describe your best professional attributes.
* In concise sentences describe your best professional attributes.
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* In concise sentences describe your best professional attributes.

***Personal***

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

CAREER STATEMENT

*In the first person write a brief summary of how you will hit the ground running and be an asset to them i.e;“ “I feel that my greatest strengths are firstly my strong commitment to providing professional support to colleagues. Secondly my skill at developing and maintaining a close working relationships with people from all social backgrounds.”*

Your name

CONTACT

*Your name  
Address 1  
Address 2  
Address 3  
Address 4  
T: 01234 000 0000  
M: 01234 000 0000  
E:* [*info@dayjob.com*](mailto:info@dayjob.com)

PERSONAL SKILLS

*Articulate  
  
Flexible attitude   
  
Determination  
  
Perseverance  
  
Attention to detail*

*Confidence   
  
One or two words  
  
One or two words  
  
One or two words*

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

JOB TITLE 2016 – Present  
In two concise sentences describe your role in the company and outline your main responsibilities. For instance; “Responsible for making sure the .............”.  
  
***Duties****:*

* Describe your daily work duties, keep them relevant to the job you are applying for.
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***Company name - Location***

JOB TITLE Dates (i.e. 2014 – 2016)  
In two concise sentences describe your role in the company and outline your main responsibilities. For instance; “Responsible for making sure the .............”.  
  
***Duties****:*

* Describe your daily work duties, keep them relevant to the job you are applying for.
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***Company name - Location***

JOB TITLE Dates (i.e. 2014 – 2016)  
 ***Company name - Location***

JOB TITLE Dates (i.e. 2014 – 2016)  
  
 ***Company name - Location***

JOB TITLE Dates (i.e. 2014 – 2016)

ACADEMIC QUALIFICATIONS   
  
***University name Dates***

BSc (Hons) Degree details   
  
***College name Dates***A Levels:   
Maths (B)   
English (A)   
Physic (C)   
Geography (A)

***School name Dates***Qualifications and Grades

REFERENCES – Available on request.

PROFESSIONAL

*French speaker  
  
Spanish speaker  
  
Advanced First Aid  
  
MBA  
  
One or two words  
  
One or two words  
  
One or two words*