**PERSONAL SUMMARY**  
Write a short introduction of just a few paragraphs explaining who you are, your strengths and why you feel you are a suitable candidate. Write it in the third person. Below is a example; “An enthusiastic, hard working and competent ................... professional who possess the required level of .................... experience needed to deliver high quality, customer focused, and effective .......................... in a .................... setting.”

**ACADEMIC**University name Dates i.e. 2014 - 2017  
Degree BA (Hons)   
  
College name Dates i.e. 2014 - 2017  
Subjects & grades  
  
School name Dates i.e. 2014 - 2017  
Subjects & grades

**WORK EXPERIENCE**  
**JOB TITLE**  
*Company name Dates i.e. 2017 - Present*  
In two concise sentences describe your role in the company and outline your main responsibilities. For instance; “Responsible for making sure the ........”.   
  
***Duties:***

* Write a short description of your work duties.
* Write a short description of your work duties.
* Write a short description of your work duties.
* Write a short description of your work duties.
* Write a short description of your work duties.

**JOB TITLE**  
*Company name Dates i.e. 2017 - 2018*

* Write a short description of your work duties.
* Write a short description of your work duties.
* Write a short description of your work duties.

**JOB TITLE**  
*Company name Dates i.e. 2017 – 2018*

**JOB TITLE**  
*Company name Dates i.e. 2017 - 2018*

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**ACHIEVEMENTS**  
Give details of achievements during your career.  
Give details of achievements during your career.  
Give details of achievements during your career.  
Give details of achievements during your career.

**AREAS OF EXPERTISE**  
Customer service Administration  
One or two words One or two words  
One or two words One or two words

**KEY SKILLS & COMPETENCIES**

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

* Short sentence describing your best skills here.
* A proven ability to hit & exceed sales targets.
* Short sentence describing your best skills here.
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  **Personal attributes**
* Short sentence describing your personal skills.
* Resilient and able to deal with setbacks.
* Driven and have a competitive attitude.
* Well organised, eager to learn and pro-active.
* Excellent communication & presentation skills.
* Short sentence describing your personal skills.
* Short sentence describing your personal skills.
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* Short sentence describing your personal skills

**REFERENCES**Available on request.  **PERSONAL**  
Driving license: Yes   
Nationality: British  
Languages: Spanish, Polish

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Your name  
**Job title**   
Your address goes here – Your address goes here   
Tel: 01234 000 0000 Mobile: 01234 000 0000 Email: your.name@email.com

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