**Your Name Job Title**

**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, for instance ‘An efficient, organised and approachable person who is always willing to help work colleagues out. Possessing fast and effective secretarial skills, and having a strong background knowledge of ……… ‘

Your address 1  
Your address 2  
Your address 3  
Your address 4  
T: 01234 567890   
M: 01234 567890  
E: info@dayjob.com

**SELECTED ACHIEVEMENTS**

* Give quantifiable details (like numbers & stats) of key achievements you have attained through your career.
* Generated £2.5M in new business from existing key account portfolio.
* Achieved largest invoicing quarter in the company’s history achieving 100% increase on yearly targets.
* In 2017 achieved 110% of target successfully winning 90 new accounts.

**WORK EXPERIENCE**  
  
**JOB TITLE** – Company name – Location Date from – Date to  
In a short paragraph of no more than two sentences describe your role in the company and outline your main duties. For example: ‘Responsible for organising and leading a team and ….’

***Achievements:***

* Explain your key achievements during your time with the company, prioritize those relevant to the job.
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*Duties:*

* Describe your typical daily work duties, keep them relevant to the current job you are applying for.
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**JOB TITLE** – Company name – Location Date from – Date to  
In a single sentence describe your role within the company and outline your main duties

***Achievements:***

* Explain your key achievements during your time with the company, prioritize those relevant to the job.
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*Duties:*

* Describe your typical daily work duties, keep them relevant to the current job you are applying for.
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**JOB TITLE** – Company name – Location Date from – Date to  
  
***Achievements:***

* Explain your key achievements during your time with the company, prioritize those relevant to the job.

**JOB TITLE** – Company name – Location Date from – Date to  
  
**JOB TITLE** – Company name – Location Date from – Date to

**AWARDS**

* Give details of any award you have received, prioritize those relevant to the vacancy.
* Give details of any award you have received, prioritize those relevant to the vacancy.

**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 |
| * One or two words | * One or two words | * One or two words | * One or two words |

**KEY SKILLS  
  
Skill’s i.e. Administration**

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

* In concise sentences describe your strongest personal attributes, keep them relevant to the job.
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**EDUCATION**Subject(s) and grades  
School/College/University name Year – Year  
  
Subject(s) and grades  
School/College/University name Year – Year  
  
Subject(s) and grades  
School/College/University name Year – Year  
  
A levels:   
Maths (A)   
English (B)   
Technology (B)

**REFERENCES** – Available on request