**YOUR NAME  
Job Title**Your address goes here – T: 01234 56789 – E: info@dayjob.com

**PERSONAL PROFILE**  
  
Write a short introductory paragraph of just a few sentences explaining your most relevant experience, transferable skills and achievements. Write it in the third person. For instance; “A highly motivated and results driven …………… who has over three years of invaluable experience in …………………….. (Your name) is skilled in numerous …………. fields, including: …………… and ……….. She has the ability to handle complex assignments effectively and also possesses the confidence needed to work as part of a team or independently. Right now, she is looking for a ………….” .

**CAREER HISTORY  
  
JOB TITLE**  
Company name Dates i.e. May 2008 – Present  
In two sentences describe your role in the company. For instance, start of by saying ‘Responsible for making sure that the .................. ran smoothly, and was in charge of reporting any .............. issues – etc.’

* Describe your daily work duties, keep them relevant to the job you are applying for.
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**KEY SKILLS  
  
SKILL (i.e. Administration)**

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

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

* In concise sentences describe your best personal attributes.
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**ACADEMIC QUALIFICATIONS**University name Dates i.e. 2012 – 2015  
Degree name BA (Hons)  
  
College name Dates i.e. 2010 – 2012  
Course and grades: Math (A) English (C) Physics (B)   
List more qualifications   
List more qualifications  
  
School name Dates i.e. 2005 – 2010  
Course and grades: Math (A) English (C) Physics (B)   
List more qualifications

**REFERENCES**

Available on request.