**Your name**  
Address 1  
Address 2  
Address 3  
T: 01234 567890  
E: info@dayjob.com

**PERSONAL SUMMARY**  
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 independently. Right now, she is looking for .…….”   
  
 **CAREER HISTORY**

**JOB TITLE** Dates i.e. May 2008 – Present  
Company name – Location   
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.’

Duties:

* Describe your daily work duties, keep them relevant to the job you are applying for.
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**JOB TITLE** Dates i.e. May 2008 – Present  
Company name – Location   
  
  
**JOB TITLE** Dates i.e. May 2008 – Present  
Company name – Location

**KEY SKILLS AND COMPETENCIES**

Skill i.e. (Administration)

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

Professional

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

**AREAS OF EXPERTISE**MS Office  
Administration  
One of two words  
One of two words  
One of two words

**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)   
  
School name Dates i.e. 2005 – 2010  
Course and grades: Math (A) English (C) Physics (B)   
  
  
**REFERENCES**

Available on request.