YOUR NAME / JOB TITLE  
Address line 1  
Address line 2  
E: info@dayjob.com  
M: 01234 567890

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 as part of a team or independently. Right now, she is looking for a ………….” .

AREAS OF EXPERTISE

|  |  |  |
| --- | --- | --- |
| * Keyword | * Keyword | * Keyword |
| * Keyword | * Keyword | * Keyword |
| * Keyword | * Keyword | * Keyword |

CAREER HISTORY

***JOB TITLE  
Employers name – Location - Dates i.e. 2016 – 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.  
  
Duties:

* Describe your daily work duties, keep them relevant to the job you are applying for.
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***JOB TITLE  
Employers name – Location - Dates i.e. 2016 – 2017***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.
* Describe your daily work duties, keep them relevant to the job you are applying for.

***JOB TITLE  
Employers name – Location - Dates i.e. 2016 – 2017***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.  
  
***JOB TITLE  
Employers name – Location - Dates i.e. 2016 – 2017***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.

COMPETENCIES

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.

PROFESSIONAL

* 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.

ACADEMIC

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)

Available on request.

REFERENCES