Your address goes here  
Your address goes here  
T: 01234 56789  
E: info@dayjob.com

**Your Name  
Job Title**

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**  
*Employers name – Location - Dates i.e. May 2018 – Present*In two sentences describe your role in the company. For instance, start of by saying ‘Responsible for making sure that the .................. ran smoothly.’

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. 2018 – 2019*In two sentences describe your role in the company. For instance, start of by saying ‘Responsible for making sure that the .................. ran smoothly.’

* Describe your daily work duties, keep them relevant to the job you are applying for.
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* Describe your daily work duties, keep them relevant to the job you are applying for.

**JOB TITLE**  
*Employers name – Location - Dates i.e. 2018 – 2019***JOB TITLE**  
*Employers name – Location - Dates i.e. 2018 – 2019***JOB TITLE**  
*Employers name – Location - Dates i.e. 2018 – 2019*

**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.
* 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.
* In concise sentences describe your best personal attributes.
* In concise sentences describe your best personal attributes.
* in concise sentences describe your best personal attributes

KEY COMPETENCIES

ACADEMIC QUALIFICATIONS

School / college / University name Dates attended  
Qualifications gained and grades  
  
  
School / college / University name Dates attended  
Qualifications gained and grades

School / college / University name Dates attended  
Qualifications gained and grades

REFERENCES

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| Name: | Text here |
| Job title: | Text here |
| Relationship: | Text here |
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