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

**YOUR NAME  
Job Title**

**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.’  
  
**CAREER HISTORY  
  
*JOB TITLE*** *Employers name - Dates i.e. May 2018 – Present*   
In two concise sentences describe your role in the company and outline your main responsibilities. For instance; “Responsible for making sure the ........”.  
  
Duties:

* Write a short description of your most relevant work duties/responsibilities.
* Write a short description of your most relevant work duties/responsibilities.
* Write a short description of your most relevant work duties/responsibilities.
* Write a short description of your most relevant work duties/responsibilities.

***JOB TITLE*** *Employers name Dates i.e. 2016 – 2017*  
In two concise sentences describe your role in the company and outline your main responsibilities. For instance; “Responsible for making sure the ........”.  
  
Duties:

* Write a short description of your most relevant work duties/responsibilities.
* Write a short description of your most relevant work duties/responsibilities.
* Write a short description of your most relevant work duties/responsibilities.
* Write a short description of your most relevant work duties/responsibilities.

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

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

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

**EXPERTISE**

MS Office

Administration

Text here

Text here

Text here

Text here

Text here

**PROFESSIONAL**

First Aid

Fire Marshal

**PERSONAL**

Loyal

Determined

Text here

Text here

Text here

Text here

Text here

**LANGUAGES**

French

Spanish

Text here

Text here

**COMPETENCIES**

SKILLS 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.

**EDUCATION**

School / college / University name Dates attended  
Qualifications gained and grades  
More text here.  
  
  
School / college / University name Dates attended  
Qualifications gained and grades  
More text here.

School / college / University name Dates attended  
Qualifications gained and grades  
More text here.

**REFERENCES**

Available on request.