Your Name | Job Title  
Your address goes here – your address goes here – T: 0123456789 - E: your.name@dayjob.com

PERSONAL SUMMARY  
  
Write a short paragraph of just a few sentences explaining who you are, your strengths and why you feel you are a suitable candidate. For example; ‘(Your name) has a proven ability to function and flourish in high pressure environments where targets have to be hit and is confident that she can quickly become an immediate asset to you company and its operations. On a personal level she is easy to get along with, responsive to change and committed to learning from every good or bad experience. Right now, she is looking for a suitable position where she can develop herself further.’

AREAS OF EXPERTISE

|  |  |  |  |
| --- | --- | --- | --- |
| * Text here | * Report writing | * Multi-tasking | * Office procedures |
| * Team player | * Hitting targets | * Detail orientated | * Decision making |
| * Customer service | * Social media | * Answering queries | * Problem solving |

CAREER HISTORY  
  
**JOB TITLE** Dates i.e. 2018 – PresentCompany name - Location  
In a short paragraph of no more than two sentences describe your role in the company. For example: ‘Working within a busy office environment supporting junior and senior colleagues to ……….’.  
  
***Duties****:*

* Describe your average daily work duties and keep them relevant to the job you are applying for.
* Organising the office layout and maintaining supplies of stationery and equipment.
* Recommending changes in office practices and procedures to improve processes.
* Continually meet and exceed the operational and …………… expectations of my employers.
* Managing multiple projects and individual tasks within in a fast-moving environment.
* Accomplishing all given jobs or tasks with a minimum expenditure of time and effort.

**JOB TITLE** Dates i.e. 2017- 2018Company name - Location  
In a short paragraph of no more than two sentences describe your role in the company and outline your main duties. For example: ‘Responsible for organising and leading a team and ….’’  
  
***Duties****:*

* Describe your average daily work duties and keep them relevant to the job you are applying for.
* Using Microsoft Office packages, like Excel, PowerPoint & Word to produce clear and concise reports.
* Organising and attending local and national events such as conferences, receptions and exhibitions.
* A key motivator within the team and getting colleagues to perform well above their average level.

**JOB TITLE** Dates i.e. 2017- 2018Company name - Location  
Responsible for the day-to-day tasks and administrative duties of the office including covering the reception area. Coordinating the flow of paperwork around the office.  
  
**JOB TITLE** Company name - Location Dates i.e. 2017- 2018  
  
**JOB TITLE** Company name - Location Dates i.e. 2017- 2018

ACHIEVEMENTS

* Give quantifiable details (include numbers) of key achievements through your career.
* For example; ‘Sourced more affordable office software which resulted in a saving the company £600.’
* Generated £500,000 in new business for the department from mew and existing accounts.

KEY SKILLS AND COMPETENCIES   
  
***Skill i.e. Sales***

* Describe your best professional skills, keep them relevant to the job you are applying for.
* Being a key motivator within a team getting colleagues to perform well above their average level.
* Have the energy, determination and initiative needed to overcome insurmountable obstacles.
* Have the attention to detail needed to produce work of the highest calibre.
* Highly imaginative and able to come up with good ideas on a regular basis.

***Professional***

* Describe your best professional skills, keep them relevant to the job you are applying for.
* Ability to negotiate and build consensus with people from different fields and backgrounds.
* Have a track record of not just meeting expectation but exceeding them.
* Handling confidential employee information in a professional and respectful manner.
* Using Microsoft Office packages like Excel and Word to produce clear and concise reports.

***Personal***

* Describe your best personal attributes, keep them relevant to the job you are applying for.
* A strong communicator who is good at influencing people through words and face to face.
* Easy going by nature and able to get along with both work colleagues and senior managers.
* Can handle criticism, put-downs, arrogance, persistence or patronising behaviours.

ACADEMIC QUALIFICATIONS   
  
***University name Dates***

BSc (Hons) Degree details   
More text here  
  
***College name Dates***A Levels:   
Maths (B) English (A) Physics (C)  
More text here

***School name Dates***Qualifications and Grades

REFERENCES – Available on request.