

**Your name**

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**Your current or desired job title**

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Your address goes here  
T: 0870 061 0121 E: [info@dayjob.com](mailto:info@dayjob.com)

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**PERSONAL SUMMARY**

Firstly introduce yourself, then give information on the position you are looking for. List your strongest and most relevant points. Briefly explain why you feel you are the most suitable candidate for the position.

Here are some examples of how to start of:

‘With an extensive three year background in...’

‘I am currently seeking a position as a xxxx with an established company in the xxxx field’.

**WORK EXPERIENCE**

**JOB TITLE OF YOUR CURRENT OR LAST JOB**

EMPLOYERS NAME

EMPLOYMENT DATES (i.e. June 2010 – present)

Duties:

- In short sentences write about your responsibilities.
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**EDUCATION**

*Nuneaton College*  
*2005 - 2008*  
*NVQ Diploma in Business Management*

*Name of Academic Institution*  
*Dates attended*  
*Qualification taken and grades achieved*

**SKILLS AND COMPETENCIES**

- Keyword
- Keyword
- Keyword
- Keyword
- Keyword

**REFERENCES**

Name  
Address  
Telephone number or email address

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