Your Address Goes Here | Phone Number Here| Email Address Here

NAME HERE

## Personal Statement

Something Like…I am an extremely intelligent and adaptable person who is keen to learn as much as I can to better myself in any new environment. I have a methodical approach to work and like to be as organised as possible. I am a committed and loyal person and feel it is important to go the extra mile to contribute well to a productive workplace. Possibly include what you can offer the potential employer / company.

## Skills / Experience Summary

* E.g. A Recent Graduate with a 2:1 degree
* E.g. 20 + years’ experience as head of department
* E.g. Proficient in Excel / word

## Work History

Company Name | Your Role / Title | Date From – Date To

As this is the most recent Job you have had, this will be the most relevant to a potential employer. Briefly describe your most important achievements, skills learned and relevant experience in this role. Try to relate these things to the job you’re applying for and say in your words why you think that makes you valuable to them.

* Bullet point the Key Responsibilities here / things that may be relevant
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Company Name | Your Role / Title | Date From – Date To

Keep information on previous job roles brief but explain how you progressed, what you learned and what your personal achievements were.

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Company Name | Your Role / Title | Date From – Date To

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## Education

Education Establishment name

* List of qualifications / grades achieved.
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Hobbies

Get as much of your personality across as possible here. Keep it brief and to the point. This section is a way of showing a potential employer who you are as a person outside of work and they would establish whether you are a good fit for the overall team by reading this.

Full clean driving license.

References available on Request.