YOUR CURRENT / PREFERRED JOB TITLE

Your name
Your address
Email address / Telephone number

CAREER OBJECTIVE

Use this space to express your career aspirations and goals and to quickly connect with a employer. Stress your most relevant experience and skills for the position you are applying for.

PROFESSIONAL COMPETENCIES

- Use these bullet points to define and explain what you believe to be your key stills and abilities.
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PERSONAL COMPETENCIES

- Create a list of the personal skills and qualities that you will bring to a new employer.
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-
-
-

AREAS OF EXPERTISE

- Keyword
- Keyword
- Keyword
- Keyword

- Keyword
- Keyword
- Keyword
- Keyword

- Keyword
- Keyword
- Keyword
- Keyword

CAREER HISTORY

YOUR MOST RECENT JOB TITLE
Employers name *Employment dates*
DUTIES

- In concise sentences describe the daily tasks you undertook.
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-
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PREVIOUS JOB TITLE
Employers name *Employment dates*

PREVIOUS JOB TITLE
Employers name *Employment dates*

PREVIOUS JOB TITLE
Employers name *Employment dates*

ACADEMIC QUALIFICATIONS

SCHOOL / COLLEGE NAME

Qualification / subject	Grade	*Study dates*
Qualification / subject	Grade	
Qualification / subject	Grade	
Qualification / subject	Grade	
Qualification / subject	Grade	

UNIVERSITY NAME

Degree name	Grade	*Study dates*
NVQ name	Grade	

REFERENCES