..... (Your name)

..... (Your current or target job title)

YOUR ADDRESS Dayjob Ltd ◆ 120 Vyse Street ◆ Birmingham ◆ B18 6NF Tel: 0870 061 0121 ◆ Email: info@dayjob.com

CAREER OBJECTIVE

Use this space to write two paragraphs about your strongest skill sets, abilities and experience. Target this statement at the requirements of the job you are applying for. This should be a brief statement of no more than say 300 words.

KEY SKILLS AND COMPETENCIES

- Keywords
- Keywords
- Keywords

- Keywords
- Keywords
- Keywords

- Keywords
- Keywords
- Keywords

KEY SKILLS AND COMPETENCIES

PROFESSIONAL ABILITIES

- List your strongest professional abilities, focus on those that are relevant to the job you are applying for.
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PERSONAL ABILITIES

- List personal strengths that how you in a positive light.
- Attention to detail.
- Ability to communicate technical data to non technical individuals.
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CAREER HISTORY

CURRENT JOB TITLE
Employers nameEmployment datesPREVIOUS JOB TITLE
Employers nameEmployment datesPREVIOUS JOB TITLE
Employers nameEmployment datesPREVIOUS JOB TITLE
Employers nameEmployment datesPREVIOUS JOB TITLE
Employers nameEmployment dates

ACADEMIC QUALIFICATIONS

SCHOOL / COLLEGE NAME		
Qualification / subject	Grade	Study dates
Qualification / subject	Grade	
UNIVERSITY NAME		
Degree name	Grade	Study dates
NVQ name	Grade	

REFERENCES

Available on request.