Your name

Your address ♦ Dayjob Ltd ♦ 120 Vyse Street ♦ Birmingham ♦ B18 6QX
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YOUR CURRENT OR PREFERED JOB TITLE

CAREER STATEMENT

In a simple paragraph of no more that 250 words introduce yourself and explain why you feel you are the best suited candidate for the position.

WORK EXPERIENCE

JOB TITLE ♦ Employers name ♦ Employment dates

Responsibilities:

- In single sentences describe your day to day activities.
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KEY ACHIEVEMENTS

- Increase the strength of your CV by listing any accomplishments that you can quantify.
- Try to concentrate on issues that are related to the job you are applying for.
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EDUCATION

School / College ♦ Attendance dates
Subjects studied ♦ Qualifications gained ♦ Grades achieved

School / College ♦ Attendance dates
Subjects studied ♦ Qualifications gained ♦ Grades achieved

REFERENCES

Name	*Details here*	Name	*Details here*
Address	*Details here*	Address	*Details here*
Tel:	*Details here*	Tel:	*Details here*
Email:	*Details here*	Email:	*Details here*

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