

# YOUR CURRENT / PREFERRED JOB TITLE

**Your name**

Your address

Email address / Telephone number

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## 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.

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## PROFESSIONAL COMPETENCIES

- Use these bullet points to define and explain what you believe to be your key skills 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

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|-----------|-----------|-----------|
| • Keyword | • Keyword | • Keyword |
| • Keyword | • Keyword | • Keyword |
| • Keyword | • Keyword | • Keyword |
| • Keyword | • Keyword | • Keyword |
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CAREER HISTORY

YOUR MOST RECENT JOB TITLE

Employers name  
DUTIES

Employment dates

- In concise sentences describe the daily tasks you undertook.
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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

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ACADEMIC QUALIFICATIONS

SCHOOL / COLLEGE NAME

Qualification / subject  
Qualification / subject  
Qualification / subject  
Qualification / subject  
Qualification / subject

Grade  
Grade  
Grade  
Grade  
Grade

Study dates

UNIVERSITY NAME

Degree name  
NVQ name

Grade  
Grade

Study dates

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REFERENCES