



PROFILE

Write a short brief introduction of just a few paragraphs explaining exactly who you are, your strengths and why you feel you are such a suitable candidate. Try to write it in the third person. Here is a good example; "A champion of best practise who is organised and also has the required level of skills needed to make every customer feel special."

Currently looking for a suitable position with a reputable company.

Professional Title

Richard Anderson

CONTACT

Dayjob.com, 120 Vyse Street
Birmingham B18

0121 638 0026

info@dayjob.com

Facebook.com/yourname

EXPERTISE

MS Word

Text here

Text here

Text here

EDUCATION

University name 2014 – 2017
Course details
Modules

College name 2012 – 2014
Course details
Subject

School name 2008 – 2012
Course details
English (A) Maths (B) Physics (C)

WORK EXPERIENCE

JOB TITLE Company name 2019 - Present

In a short statement of no more than a few sentences describe your role in the company and outline your key and main responsibilities. Try to focus on those duties that are relevant to the job you are applying for.

- In a sentence describe your most relevant daily work duties.
- In a sentence describe your most relevant daily work duties.
- In a sentence describe your most relevant daily work duties.

JOB TITLE Company name 2016 - 2019

In a short statement of no more than a few sentences describe your role in the company and outline your key and main responsibilities. Try to focus on those duties that are relevant to the job you are applying for.

- In a sentence describe your most relevant daily work duties.
- In a sentence describe your most relevant daily work duties.

JOB TITLE Company name 2015 - 2016

In a short statement of no more than a few sentences describe your role in the company and outline your key and main responsibilities.

- In a sentence describe your most relevant daily work duties.
- In a sentence describe your most relevant daily work duties.

JOB TITLE Company name 2014 - 2015

In a short statement of no more than a few sentences describe your role in the company and outline your key and main responsibilities.

JOB TITLE Company name 2013 - 2014

In a short statement of no more than a few sentences describe your role in the company and outline your key and main responsibilities.

REFERENCES

Available on request.