

..... (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](mailto: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.

## PERSONAL ABILITIES

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

## CAREER HISTORY

### CURRENT JOB TITLE

Employers name

*Employment dates*

### PREVIOUS JOB TITLE

Employers name

*Employment dates*

### 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

Available on request.