

..... (Your name)

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

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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

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 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 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.