

Your current (intended) job title i.e. 'Financial analyst'

Here write a relevant personal summary of your strongest points and why you feel you are the best candidate for the job. This should be no more than two paragraphs long.

Also don't forget to delete the copyright box at the bottom of this template.

Put the name & details of the degree here.

## Commerce A

Enter 1 keyword here  
Enter 1 keyword here

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***Employers name – Location***

JOB TITLE      Date of employment

Here write a brief introduction of no more than four sentences. Describe the business of the company you worked for and also your role in the company. Keep it positive.

***Duties:***

- Use bullet points to write one line descriptions of your job role.
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**Key skills and competencies**

***Put a title here that describes your speciality i.e. Financial, Engineering etc***

- Use the bullet points below to list your specialist skills for a particular field.
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***Personal***

- Use the bullet points below to list your personal skills.
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**References**

Available on request.

**Personal details**

Enter your address on this line and other details below.

Tel:

Mobile:

Email:

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