YOUR CURRENT / PREFERRED JOB TITLE

Your name

Your address Email address / Telephone number

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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ΡI	PROFESSIONAL COMPETEN	CIES		
		efine and explain what you be	pelieve to be your key stills and abilities.	
ΡI	PERSONAL COMPETENCIES			
		skills and qualities that you w	will bring to a new employer.	
ΑI	AREAS OF EXPERTISE			
•	Keyword	Keyword Keyword	Keyword Keyword	

•	Keyword	•	Keyword	•	Keyword
•	Keyword	•	Keyword	•	Keyword
•	Keyword	•	Keyword	•	Keyword
•	Keyword	•	Keyword	•	Keyword

CAREER HISTORY

YOUR MOST RECENT JOB TITLE

Employers name Employment dates DUTIES

- In concise sentences describe the daily tasks you undertook.
- •
- •
- •
- •
- •
- •
- •

PREVIOUS JOB TITLE

Employers name Employment dates

PREVIOUS JOB TITLE

Employers name Employment dates

PREVIOUS JOB TITLE

Employers name Employment dates

Study dates

ACADEMIC QUALIFICATIONS

SCHOOL / COLLEGE NAME

Qualification / subject Grade

UNIVERSITY NAME

Degree name Grade Study dates
NVQ name Grade

REFERENCES