

# Your name

YOUR ADDRESS  
Dayjob Ltd, The Big Peg, 120 Vyse Street, Birmingham, B18 4QX  
Telephone: 0870 061 0121  
Email: [info@dayjob.com](mailto:info@dayjob.com)

## PERSONAL PROFILE

Write your personal profile here. Keep it brief and to a maximum of 200 words.

## CAREER HISTORY

### YOUR JOB TITLE

*Employers name*

*Employment dates*

Work duties:

- Give details of your work duties, try to keep them as relevant as possible to the job you are applying for.
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*Employers name*

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## KEY COMPETENCIES AND SKILLS

### PROFESSIONAL SKILLS

- Here list those professional abilities you feel are most relevant to the vacancy you are applying for.
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### PERSONAL SKILLS

- Here list those professional abilities you feel are most relevant to the vacancy you are applying for.
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## ACADEMIC QUALIFICATIONS

School / college / University name  
Dates attended  
Qualifications gained and grades

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Dates attended  
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## REFERENCES

Name: Text here  
Address: Text here  
Telephone: Text here  
Email: Text here  
Job title: Text here

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