

**Your name**

Your address ♦ Dayjob Ltd ♦ 120 Vyse Street ♦ Birmingham ♦ B18 6QX  
T: 0870 061 0121 ♦ E: [info@dayjob.com](mailto:info@dayjob.com)

**YOUR CURRENT OR PREFERRED JOB TITLE**

**CAREER STATEMENT**

In a simple paragraph of no more than 250 words introduce yourself and explain why you feel you are the best suited candidate for the position.

**WORK EXPERIENCE**

JOB TITLE ♦ Employers name ♦ Employment dates

Responsibilities:

- In single sentences describe your day to day activities.
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**KEY ACHIEVEMENTS**

- Increase the strength of your CV by listing any accomplishments that you can quantify.
- Try to concentrate on issues that are related to the job you are applying for.
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**EDUCATION**

School / College ♦ Attendance dates  
Subjects studied ♦ Qualifications gained ♦ Grades achieved

School / College ♦ Attendance dates

**REFERENCES**

Name	<i>Details here</i>	Name	<i>Details here</i>
Address	<i>Details here</i>	Address	<i>Details here</i>
Tel:	<i>Details here</i>	Tel:	<i>Details here</i>
Email:	<i>Details here</i>	Email:	<i>Details here</i>

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