

# **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.

---

## **PROFESSIONAL COMPETENCIES**

- Use these bullet points to define and explain what you believe to be your key stills and abilities.
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

## **PERSONAL COMPETENCIES**

- Create a list of the personal skills and qualities that you will bring to a new employer.
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

## **AREAS OF EXPERTISE**

• 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*

---

## ACADEMIC QUALIFICATIONS

### SCHOOL / COLLEGE NAME

Qualification / subject	Grade	<i>Study dates</i>
Qualification / subject	Grade	

### UNIVERSITY NAME

Degree name	Grade	<i>Study dates</i>
NVQ name	Grade	

---

## REFERENCES

