

..... (Your name)

..... (Your current or target job title)

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## **CAREER OBJECTIVE**

Use this space to write two paragraphs about your strongest skill sets, abilities and experience. Target this statement at the requirements of the job you are applying for. This should be a brief statement of no more than say 300 words.

## KEY SKILLS AND COMPETENCIES

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## PROFESSIONAL ABILITIES

## PERSONAL ABILITIES

- List personal strengths that how you in a positive light.
- Attention to detail.
- Ability to communicate technical data to non technical individuals.
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## CAREER HISTORY

### CURRENT 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

Available on request.