

# Name

Address

Tel: E-Mail:

## Personal Profile

This is a statement of purpose and is the first thing a prospective employer will read about you. Focus it on the job you are applying for by mentioning those skills and abilities that are relevant to the role you are applying for.

## Employment History

Company name

year

Job Title

- Duties
- Duties

Company name

year

Job Title

- Duties
- Duties

## Education and Training

(School / college name) (Subject) (Grade) (Date)

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### **Hobbies and Interest**

Concentrate on any leisure activities where you are part of a group, this will help to show you as team player. If possible also focus on interest that are relevant to the vacancy.

### **References Available on Request**