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## (YOUR NAME HERE)

(House number and street name)

(City and post code)

(Email address)

(Telephone number)

### OBJECTIVE

(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. )

### ACCOMPLISHMENTS

#### (PROFESSIONAL AREA OF ACHIEVEMENTS)

- (In short sentences explain your work related achievements)
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#### PERSONAL ACHIEVEMENTS

- (Describe your personal skills i.e. 'Attention to detail.')
- (Describe your personal skills i.e. 'Excellent communication skills.')
- (Describe your personal skills i.e. 'Team player.')
- (Describe your personal skills i.e. 'Attention to detail.')
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### WORK HISTORY

(Job title)	(Company name)	(Employment dates)
(Job title)	(Company name)	(Employment dates)
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### EDUCATION

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

### INTERESTS & HOBBIES

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.

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