

NAME, SURNAME

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PROFILE

This needs to be 3 or 4 lines about your key skills and experience condensed to make the recruiter want to read further down. If you don't catch them at this point you will not get an interview – this is probably the most important part of your whole CV.

i.e. A hard-working, enthusiastic person, who is keen to learn new skills. An excellent communicator with a good interpersonal skills and a great sense of humor. Has experience within both the Private and Public Sectors and is now looking for a role in Administration.

KEY SKILLS

- Each one needs to highlight something related to the role you are going for.
- For example if it is customer services write about how you have excellent customer service skills and how much experience you have
- If you need to be a good communicator you could write something like – Excellent Communicator: able to communicate at all levels, whilst building effective relationships
- Each one needs to relate to the post you are going for
- It's always good to put in if you are a confident MS Office user: i.e. Proficient in Excel, Word and Power Point

EMPLOYMENT (start with most recent first)

Date to and from	Name of Employer	Role you held
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Detail here your role, the tasks you undertook and any major achievements you had.

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QUALIFICATIONS (start with the most recent first)

Dates	Name of college/ training provider	
	Qualification name	Result

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	Qualification name	Result

HOBBIES

Detail here the things you enjoy, things like any sports you partake in, any team events, are you involved in any community work? Do you volunteer, Do you like to walk, read, bake, photography etc...???

REFERENCES

Available upon request