

You name

Your current (intended) job title i.e. 'Financial analyst'

Personal summary

Here write a relevant personal summary of your strongest points and why you feel you are the best candidate for the job. This should be no more than two paragraphs long.

The headings on the left hand side of this page are all moveable. Simply click them then drag and drop them to align with the main text of the CV.

Also don't forget to delete the copyright box at the bottom of this template.

Academic

Name of the University Enter date here

Put the name & details of the degree here.

Name of the College Enter date here

A' Levels:

Maths A

English B

Commerce A

Areas of expertise

Enter 1 keyword here
Enter 1 keyword here

Enter 1 keyword here
Enter 1 keyword here

Enter 1 keyword here
Enter 1 keyword here

Career history

Employers name - Location

JOB TITLE Date of employment

Here write a brief introduction of no more than four sentences. Describe the business of the company you worked for and also your role in the company. Keep it positive.

Duties:

• Use bullet points to write one line descriptions of your job role.

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Duties:

- Use bullet points to write one line descriptions of your job role.
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Key skills and competencies

Put a title here that describes your speciality i.e. Financial, Engineering etc

- Use the bullet points below to list your specialist skills for a particular field.
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Personal

- Use the bullet points below to list your personal skills.
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References

Available on request.

Personal details

Enter your address on this line and other details below.

Tel:

Mobile:

Email:

Copyright information - Please read

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