**EDUCATION**

**SKILLS**

**Job Title**

**PROFILE**

Write a short brief introduction of just a few paragraphs explaining exactly who you are, your strengths and why you feel you are such a suitable candidate. Try to write it in the third person. Here is a good example; “A champion of best practise who is organised and also has the required level of skills needed to make every customer feel special.” (Your name) is currently looking for a suitable position with a reputable company where they will be able to build a long term career and future for themselves.

**PHILIP GOODWIN**

In a short sentence describe your most relevant work skills.

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University name Course details   
2014 – 2017  
  
College name Course details   
2012 – 2014  
  
school name Course details   
2008 – 2012  
  
English (A)  
Maths (B)  
Physics (C)

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info@dayjob.com

0123 456 7890

**CONTACT**

**Job Title Company name**  
In a short statement of no more than a few sentences describe your role in the company and outline your key and main responsibilities. Give a brief outline of your job role and also any other relevant duties that you did

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In a short statement of no more than a few sentences describe your role in the company and outline your key and main responsibilities. Give a brief outline of your job role and also any other relevant duties that you did.

* Concisely describe your most relevant duties.
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2016 - Present

2013 - 2014

**Job Title Company name**  
In a short statement of no more than a few sentences describe your role in the company and outline your key and main responsibilities.

2015 - 2016

2014 - 2015

Referee name  
JOB TITLE – Company  
E: info@dayjob.com  
Your relationship

Referee name  
JOB TITLE – Company  
E: info@dayjob.com  
Your relationship

**REFERENCES**

**CAREER**