**NAME:**

**ADDRESS:**

**TELEPHONE NUMBER:**

**EMAIL ADDRESS:**

**D.O.B:**

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**LANGUAGES:**

STATE ANY OTHER LANGUAGES SPOKEN OTHER THAN ENGLISH AND TO WHAT LEVEL. IF THEY ARE NOT FLUENT THEN DON’T INCLUDE THEM.

**PERSONAL PROFILE:**

WRITE A PARAGRAPH EXPLAINING A LITTLE ABOUT YOURSELF: LIST SOME STRENGTHS AND THINGS THAT MAKE YOU STAND OUT ABOVE OTHER CANDIDATES. THIS IS A SUMMARY THAT WILL GET POTENTIAL EMPLOYERS ATTENTION.

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**EDUCATION & QUALIFICATIONS:**

**DATE FROM – TO**

**UNIVERSITY/SCHOOL/COLLEGE ATTENDED**

**COURSE UNDERTAKEN & GRADE ACHIEVED**

MODULES

REPEAT, USING THIS FORMAT AS NECESSARY. FINALLY, INCLUDE ANY OTHER RELEVANT QUALIFICATIONS / ACHIEVEMENTS.

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**WORK EXPERIENCE:**

START WITH THE MOST RECENT GOING BACK HISTORICALLY, FOLLOWING THE FORMAT BELOW.

**DATE FROM – TO**

**COMPANY**

**POSITION**

WRITE A PARAGRAPH ABOUT WHAT THE COMPANY DO, THE INDUSTRY THEY ARE IN AND THE PRODUCTS THAT THEY DEAL WITH. EXPLAIN WHAT YOUR ROLE IS IN THE COMPANY AND WHAT YOU ARE RESPONSIBLE FOR.

ACHIEVEMENTS

* LIST THESE IN A BULLET POINT FORMAT

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**INTERESTS & HOBBIES:**

TELL YOUR POTENTIAL FUTURE EMPLOYER WHAT YOU LIKE TO DO/WHERE YOU LIKE TO GO. BE HONEST, BUT BE CAUTIOUS AS TO THE IMPRESSION YOU’RE GIVING. REMEMBER, INTERESTS AND HOBBIES SHOULD ENHANCE YOUR PROFILE BY ADDING CHARACTER, NOT BE USED TO YOUR DETRIMENT!

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**REFERENCES:**

AVAILABLE ON REQUEST.