

# OFFICE MANAGER (Your current or preferred job title)

Address line 1

Address line 2

Email address

Mobile telephone: Home telephone:

## PERSONAL SUMMARY

Write your personal and career summary here, keep it brief and to the point. Make it no longer than say 300 words. This paragraph will be one of the first things a recruiter reads about you, so craft it so that it is dynamic and communicates your message quickly.

## AREAS OF EXPERTISE

- Keyword
- Keyword
- Keyword
- Keyword
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- Keyword
- Keyword
- Keyword

## CAREER HISTORY

### ***CURRENT OR LAST JOB TITLE***

***Employers name***

***Employment date i.e. Jan 2008 - Present***

### ***Duties***

- In simple sentences explain your daily tasks.
- Try to keep them as relevant as possible to the vacancy you are applying for.
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### ***CURRENT OR LAST JOB TITLE***

***Employers name***

***Employment date i.e. Feb 2007 – Jan 2008***

## COMPETENCIES

In simple sentences explain your entry ticket.

### **PROFESSIONAL ABILITIES**

- List what you feel are your strongest industry related points.

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### **PERSONAL ABILITIES**

- Give single sentence details of your best personal attributes.

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## ACADEMIC

### **COLLEGE / SCHOOL NAME**

Study dates

QUALIFICATION i.e. 'A levels' or 'GCSE'

Math (A)

Geography (C)

**UNIVERSITY NAME**

Study dates

Subject and grade

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**REFERENCES**

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