

CURRICULUM VITAE

Surname:

Forenames:

Address:

Telephone:

Email:

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PERSONAL INFORMATION

Marital Status:

Nationality:

Date of Birth:

Driving License Held:                      Yes or No

Car Owner:

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HIGHER EDUCATION

University

Secondary School:

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UNDERGRADUATE ACADEMIC QUALIFICATIONS

INSTITUTION OF STUDY   DATES OF STUDY FROM TO

Employers for most positions nowadays are not interested in your O level or GCSE qualifications unless you are going for an entry level position at say 16 years old to 24 years old. If it is a more senior position avoid adding old and irrelevant qualifications unless specified in the application criteria.

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## HOBBIES AND OTHER INTERESTS



## PROFILE

- Ambitious but amicable individual **\*\*examples only\*\***
- Excellent communication skills, both written and verbal **\*\*examples only\*\***
- Very effective people manager with a passion for improvement and surpassing goals and targets **\*\*examples only\*\***
- Able to motivate, lead and supervise cohesively and effectively **\*\*examples only\*\***
- Excellent organisational and project management and planning skills **\*\*examples only\*\***
- Impressive problem solving ability and able to think “outside the box” when required. **\*\*examples only\*\***
- Fast learner **\*\*examples only\*\***

## REFERENCES

Current and Former Employer references will be provided on request. Professional references also available upon request.