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**UNDERGRADUATE ACADEMIC QUALIFICATIONS!**

<u>Qualification and Grade</u>	<u>Institution</u>	<u>DATES OF STUDY FROM TO</u>
2:1 in BSc in Mechanical Engineering	Leeds University	1989-1992

Make it concise and only include relevant and worthy information. Think as if you are the employer and decide *what would be useful to them*. It would not be pertinent for example to put your O Level results from exams taken in 1980 if you are going for a Financial Directors position in a PLC! If you must include these sorts of results, group the grades with numbers of exams (7As,2Bs etc). If the employer requires further clarification on any of them, they will ask you.

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**CURRENT EMPLOYMENT (date)**

**CONFIDENTIAL – (list the relevant specifics about your current employment)**

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**PREVIOUS EMPLOYMENT HISTORY (start with the most recent at the top and work backwards)**

**Company Name – Name (date from to) Reason for leaving – Copy and paste more of these sections as appropriate. Do not waffle about irrelevant points of your employment! Make it CLEAR, CONCISE and give it IMPACT**

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**Company Name – Name (date from to) Reason for leaving**

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**HOBBIES AND OTHER INTERESTS**

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**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.