 

123 Street Name, Town/City, State/County, Post/Zip Code

T: 028 1234 5678 // E: yourname@email.com // www.yourwebsite.com

YOUR PROFESSION / JOB TITLE

YOUR NAME

Social

facebook.com/your.name

@username

uk.linkedin.com/in/your.name

dribbble.com/your.name

behance.net/your.name

Reference Name

Job Title

T:

E: name@company.com

Reference Name

Job Title

T:

E: name@company.com

References

Use this section as a quick introduction to who you are and why you would be suitable for this position. Keep it brief and use the next few pages for more details. Core pos sum rem doles et latur as molorerfero et periti ipitat aut alia sundi doluptioris simagnihil mintorro exere cusapit, unt quam voluptaquiam fuga. Officip itatet ipicab inimagn istiam.

30th November 2020

Mr Smith

Position in Company

Company Name

123 Street Name,

Town/City,

State/County,

Post/Zip Code

Dear Mr Smith,

I wish to apply for the role of [Job Title], currently being advertised. Please find enclosed my CV for your consideration.

As you can see from my attached CV, I have over [time period] experience in the [Sector] industry, and I believe the knowledge and skills built up during this time make me the right/perfect candidate for the role.

In my current role as a [job title] at [employer name], I have been responsible for [Insert a quantifiable and notable achievement/s - e.g. a x% increase in revenue], which when coupled with my enthusiasm and dedication [insert skills relevant to the role – usually found in the job description], has helped the business to [measure of success].

I am confident that I can bring this level of success with me to your organisation and help [company name] build upon their reputation as [state their position in market – learned through your research]. With my previous experience and expertise, I believe my contribution will have an immediate impact on the business.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Sincerely,

Your Name

Cover Letter

Contact

About

Position Advertised

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YOUR PROFESSION / JOB TITLE

YOUR NAME

Interests

Social

2000 - 2003

Course Studied

University/College Details

Brief description of what

you learned/studied while

on your course.

1998 - 2000

Course Studied

University/College Details

Brief description of what

you learned/studied while

on your course.

Interest / Hobby 1

Interest / Hobby 2

Interest / Hobby 3

facebook.com/your.name

@username

uk.linkedin.com/in/your.name

dribbble.com/your.name

behance.net/your.name

Contact

2009 - 2012

2003 - 2005

2005 - 2007

Company Name

Position Held

Brief description of the position and the responsibilities you had in this post. Quid maxim que velecaerum sa con corro ma velique volento odiciis eos estempos eatae. Et volorunto tendiosandi rem siniminim re ne velibusda voluptae sus acepro eum invelectiis eaquibus venemque vel ex estem veligendi re, iuntium etur.

Company Name

Position Held

Brief description of the position and the responsibilities you had in this post. Temporia ssectat ibusanis eature exerumq uassimpor archil in nos vel into expe ad experum quae pos expedicilia inum quaepudant unture qui corem fugitasit ea con estrunt ibusam volor anim quaepud icaboribus ipsus vidus.

Company Name

Position Held

Brief description of the position and the responsibilities you had in this post. Ro officipsam quibus. Oreic teseque non rerum eos es sus aboreprovit ese repedignam dolectist, tem hil maio. Um fugit, ut dolenisqui re lam lit, si autem ipsunt, sam quia pore ma sequoditio ere sequi ut aliqui odi ne nusdae re venim eaquas.

Education

Skills

Skill 1

Skill 2

Skill 3

Skill 4

2012 - Present

Company Name

Position Held

Brief description of the position and the responsibilities you had in this post. Ipicit quiam di aut facepudipsam sit alit vero quat earumquias alit as quibus am quam fugias ipistiur, si ium, ommo moluptati consequi officias quo ipsum quis suntur.

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Experience

This is a section where you describe your professional career. Let the potential employer know why they would want to hire you. Use this section for particular career highlights, collaborations or stepping stones to where you are now as a professional. Temperest, cusam, officati volum quamusto ipsam is nes doloreium labo. Em volumquos debit, optam, num cum harumque veritaspis volorum velendi ciminvelicil molupti duciet doloreptae.

Profile

Resume