

Miss G Webb Position applied for: Assistant Accountant	Beaumont House Kensington Village West Kensington W14 8TS gweb@hotmail.com 01231234567
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Personal profile:

This section only needs to be a few lines long and should include information about what you're currently doing and the type of role you're looking to go into. Use this to explain why you've decided to change career to Accountancy and Finance. If you've started studying for an Accountancy qualification be sure to mention it here.

Key skills:

Bolded headings:

- Followed by brief bullet points. Think carefully about any skills you have acquired in previous roles that are transferable to your new career. For example...

IT skills:

- Familiar with Excel, creating and maintaining spreadsheets and databases etc.

Work experience:

March 2006 – Present **Position title and Company**

Responsibilities:

- Focus on responsibilities that are most relevant to the role you're applying for
- Stick to four or five key duties.

Achievements:

- Here's where you boast.

January 2003 – March 2006 **Position title and Company**

Responsibilities:

- More of the same

Achievements:

- More boasting.

Education:

2005 - 2008	University/College/School Highest level – subjects and grades
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2002 - 2005	Name of College/School Next level – subjects and grades
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Further training and development:

April 2007	List any other training you've undertaken or even relevant seminars/lectures you've attended that are relevant to the industry. If you've done any courses in people management/project management mention them here.
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Interests:

Any major interest here – preferably one that will be attractive to an employer	With description of what it entails – focusing on transferable skills that could be relevant to the job.
Other interests	Listed here

References:

Name Position title/relationship to you Contact details: Address Number Email	You don't have to include references in your CV but they're a nice touch and you'll have to provide them at some stage anyway.
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