FIRST NAME MIDDLE NAME SURNAME

Contact address in detail

Mobile Number  
Email address

CAREER OBJECTIVE

To work in a challenging environment that gives room for personal development and the opportunity to contribute my best, achieve organizational objectives and management goals, to learn from others with little or no supervision.

PERSONAL ATTRIBUTE

* Good communication skills
* Strong sense of integrity and responsibility
* Self-motivated and result oriented
* Ability to work positively with little or no supervision

PERSONAL INFORMATION:

**Names in full:** Your name here

**Sex:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**State of Origin** \_\_\_\_\_\_\_\_\_\_\_\_\_

**L.G.A of Origin:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Place of Birth** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Marital Status:** Single

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Nationality:** \_\_\_\_\_\_\_\_\_\_\_\_\_

ACADEMIC QUALIFICATIONS WITH DATES

**2016-2018 Name of most recent institution (Grade/cert obtained)**

**2008-2014**  **Second institution name (Grade obtained)**

*Tips: Add all your institutions with the most recent at the top*

WORK EXPERIENCE:

Company one 2014 - 2015

**Position: s***ecretary*

Company two 2016 - 2018

**Position:** *Receptionist*

INTERESTS:

Reading motivational books, travelling and meeting people.

REFEREE:

**Mr. John Deo**

**CEO:** Company name

**Office Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mrs. Jane Deo**

**Surgeon:** Name of hospital

**Work Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_