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| --- | --- |
|  | **James May****SALES DIRECTOR**Here’s a little introduction about myself, highlighting some of my key skills, achievements and reasons why someone would want to employ me. This will grab the attention of the HR manager and convince them to read on and find out more. |
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| **Work Experience** | **Skills** |
|  | * Exceptional IT, budget and report writing skills
* Excellent sales and negotiation skills
* The ability to motivate and lead a team
* Excellent communication and 'people skills'
* Good planning and organisational skills
* The proven ability to work calmly under pressure
 |
| 03/2016 - date |  | **Job Title**A COMPANY |
|  |
|  |  | Here’s what I am doing for this company with an emphasis on my key projects and my achievements since starting here.* Key achievement
* Key achievement
* Key achievement
* Key achievement
 |
|  |  |  |  |
| 01/2013 – 02/2016 |  | **Job Title**A COMPANY | **Languages** |
|  |
|  |  | Here’s what I did for that company. * Key achievement
* Key achievement
* Key achievement
 |  |  |  |
| **English**Fluent | **French**Fluent | **German**Basic |
|  |  |  |  |
| 01/2013 – 02/2016 |  | **Job Title**A COMPANY | **Interests** |
|  |
|  |  | Here’s what I did for that company. * Key achievement
* Key achievement
* Key achievement
 | When I’m not spending time with my beautiful family, I enjoy walking, cycling, hiking and the theatre. I have a particular interest in Opera. |
|  |  |  |  |
| **Qualifications** | **Contact** |
|  |  |
| 2012 |  | **BSc(Hons) Marketing**A UNIVERSITY | **Address:** 21 The Street, Birmingham **Email:** jamesmay@hotmail.com**Tel:** 01623 123456 or 07984 182911**LinkedIn:** JamesMay |
|  |
|  |  |  |
| 2009 |  | **3 A Levels (A, A, C)**A COLLEGE |
|  |
|  |  |  |
| 2007 |  | **9 GCSES (A\* - C)**A SCHOOL |
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