
MICROSOFT OFFICE USER



EMAIL ADDRESS



TELEPHONE NO.



LINKEDIN URL

LINK TO OTHER ONLINE
PROPERTIES:
PORTFOLIO/WEBSITE/BLOG

OBJECTIVE

To get started, click the
placeholder text and start typing.
Be brief: use one or two sentences.

SKILLS

Explain what you're especially good
at. What sets you apart? Use your
own language – not jargon.

EXPERIENCE

JOB TITLE/COMPANY

Dates from – to

Summarise your key responsibilities, leadership and biggest
accomplishments. Don't list everything – keep it relevant and include
information that shows the impact that you made.

JOB TITLE/COMPANY

Dates from – to

Think about the size of the teams you've led, the number of projects
you've managed successfully or the number of articles you've written.

EDUCATION

DEGREE OR QUALIFICATION/DATE EARNED

University or College

You might want to include your marks here and a brief summary of
relevant coursework, awards and honours.

VOLUNTEER EXPERIENCE OR LEADERSHIP

Did you manage a team for your club, lead a campaign for your
favourite charity or edit your school's newspaper? Go ahead and
describe experiences that illustrate your leadership abilities.