# Jane Smith

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| *CONTACT DETAILS* |
| **Mobile:** 0400 000 000  **Email: [Email]**  **Address:** [Address]  **Current Position:** Legal Aid Intern |
| *EDUCATION* |
| **Smith University *2016 – Current (expected graduation 2020)***  **Bachelor of Law & Bachelor of Arts**   * Weighted Average Mark 67.5 * Dean’s scholarship award   **Johnson College *2010 – 2015***   * ATAR: 85.65 |
| *PROFESSIONAL EXPERIENCE* |
| **InsideSherpa - (July 2017 – Current)**  **Intern - Full Time (37 hours per week)**  In my role as an Intern I provide administrative support to a team of 5 product managers that deliver our product.  **Responsibilities & Skills Developed**   * Developed skills in prioritisation through managing multiple reporting lines and meeting competing deadlines |
| *EXTRACURRICULAR & ACADEMIC ACTIVITIES* |
| [Note to Students: We encourage you to include Virtual Internships on your CV. Please ensure that you follow the individual guidelines for each company as specified on their Virtual Internship (example below)]  **[COMPANY NAME] Virtual Internship (2018) - (INSERT APPROX hours**)  Participated in the open access [COMPANY NAME] Virtual Internship with InsideSherpa  **Modules Completed**   * Module A [MODULE NAME] * Module B [MODULE NAME] |
| *INTERESTS & PERSONAL* |
| **Open Water Diving**   * Certified Open Water Diver |
| ***REFEREES*** |
| **[COMPANY NAME]**  [REFEREE NAME]  [REFEREE TITLE]  [REFEREE PHONE] |