



Full Name



Open with 3 – 4 impact statements to summarise your experience. No more than 3/4 lines in total used to describe why you qualified for the role advertised. The aim is to grab the reader's attention to continue reading on. Avoid all filler and generic descriptive words – "Highly motivated, dynamic".

E KEY SKILLS

SKILL NUMBER ONE

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SKILL NUMBER TWO

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SKILL NUMBER THREE

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OTHER SKILLS

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ACHIEVEMENTS TYPE OF ACHIEVEMENT

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CERTIFICATES

- ✓ Lorem ipsum dolor sit amet

COMPETITIONS & EVENTS

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Job title (full/part time job), Date – Date. Insert 1 line to describe your company. Include your reporting line and size of the office/organisation you support and they key client group.

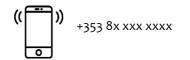
- Responsibility
- Responsibility

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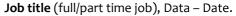
Responsibility











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- Responsibility
- Results

Job title (full/part time job), Data - Date.

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- Responsibility
- Results

VOLUNTEER EXPERIENCE

Title (full/part time job)

Overview of your role Overview of your role. Overview of your role. Overview of your role. Overview of your role.

- Responsibility

Title (full/part time job)

Overview of your role Overview of your role. Overview of your role.

Responsibility

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EDUCATION & PERSONAL DEVELOPMENT

Year | Course title

Degree | Result

Year | Course title

Degree | Result

Year | Course title

Degree | ResulTS

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PERSONAL DETAILS

- ✓ Clean driving licence (B)
- √ Health record for example



INTERESTS

- ✓ Interest
- ✓ Interest
- / Interest

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