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# MICROSOFT OFFICE USER

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EMAIL ADDRESS



TELEPHONE NO.



LINKEDIN URL

LINK TO OTHER ONLINE  
PROPERTIES:  
PORTFOLIO/WEBSITE/BLOG

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## OBJECTIVE

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

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## SKILLS

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

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## EXPERIENCE

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### 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.

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## EDUCATION

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### 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.

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## VOLUNTEER EXPERIENCE OR LEADERSHIP

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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.