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| YN 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. | |  | | --- | | Microsoft Office UserProfession or Industry | Link to other online properties: Portfolio/Website/Blog |  ExperienceJob 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. EducationDegree 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. Degree or Qualification • Date Earned • University or College In the Home tab of the ribbon, take a look at Styles to apply the formatting you need with just a click. 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. |