

YOUR NAME

Street Address, City, ST ZIP Code | Telephone | Email
LinkedIn

OBJECTIVE / SUMMARY

Check out the quick tips below to help you get started. To replace tip text with your own, just click it and start typing.

On the Design tab of the ribbon, check out the Themes, Colors, and Fonts galleries to get a custom look with just a click.

SKILLS & ABILITIES

The key skills section provides an opportunity for you to highlight the skills that the employer has listed in the job description. This section should be tailored to each job application. These may be soft skills, or they may include specific technical skills such as a certain type of software.

- Use bullet points if needed to make a list.
- Bullets points make it easy to digest information

EDUCATION

Dates From-To *School Name, Location*
Subject 1 – Grade, Subject 2 – Grade. Subject 3 – Grade etc.

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Subject 1 – Grade, Subject 2 – Grade. Subject 3 – Grade etc.

ACHIEVEMENTS

You delivered that big presentation to rave reviews. Don't be shy about it now! This is the place to show how well you work and play with others. Talk about your achievements!

WORK EXPERIENCE & EMPLOYMENT HISTORY

- Dates From-To Job Title, *Company Name*
· This is the place for a brief summary of your key responsibilities and most stellar accomplishments.
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HOBBIE & INTERESTS

This is the place to say a little bit about you as a person, outside of work, and to let your personality shine through. You can mention any activity or hobby, but obviously keep it appropriate.

Are you involved in any sort teams, drama clubs or school society? Do you have an activity you enjoy outside of school? Share your hobbies & interests.

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REFERENCES

Full name of Referee one	Full name of Referee one
Job Title, Company Name	Job Title, Company Name
Email address	Email address
Telephone Number	Telephone Number

OR, "References Available upon request"