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| --- | --- | --- |
|  |  | EDUCATION |
|  | **[School name]**[Dates from]-[to][It’s okay to brag about your final grade, awards etc. Feel free to summarise your coursework too.]**[School/University/College Name]**[Dates from]-[to][It’s okay to brag about your final grade, awards and honours. Feel free to summarise your coursework too.] |
| NameHereJOB TITLE HEREAbout MEWho are you? What are your main attributes? Write the most important things about you here. Tailor this to the job you’re applying for where possible. CONTACTPHONE NUMBER:EMAIL ADDRESS:someone@example.comADDRESS: |  | Experience |
|  | **[Company name]** **[Job title]**[Dates from]-[to]If you have had a job before you can add it here. You can also add work experience or volunteering you have done. Any extra curricular things you have done etc. **[Company name]** **[Job title]**[Dates from]-[to][Describe your responsibilities and achievements in terms of impact and results. Use examples but keep it short.] **[Company name]** **[Job title]**[Dates from]-[to][Describe your responsibilities and achievements in terms of impact and results. Use examples but keep it short.]  |
|  | SKILLS |
|  | **What skills do you have? This could be short sentences or even a bullet pointed list. Make sure they are skills you know you have and which you could explain if someone asked you.****For example, if you write team player, make sure you include evidence of this e.g., you’ve been part of a sports team for 5 years, or you attended a youth theatre.** |