|  |  |
| --- | --- |
| ContactEmail[Insert email address]Phone[Insert mobile number] Address[Suburb, state, postcode]LinkedIn [Insert LinkedIn URL]Key skills* Skill one
* E.g. Language spoken
* E.g. IT proficiencies
* E.g. Technical skills related to your profession
* E.g. Soft skills
* Include up to 8 skills

ReferencesNamePosition/TitleOrganisationCountry & LocationPhone NumberEmail addressNamePosition/TitleOrganisationCountry & LocationPhone Number | **Profile**Include 2-3 sentences to highlight your key skills and experience. This is also your opportunity to tailor your resume with keywords from the job description. **Education** Course or qualification Institution name & countryGraduated YYYY* Include any special accreditations, scholarship awards, academic prizes or acknowledgements underneath the relevant qualification

**Employment**Role TitleCompany NameMonth YYYY – Month YYYYOverview of role in 1 to 2 lines (include company description if relatively unknown)* Insert 2 to 3 key accomplishments

Role TitleCompany NameMonth YYYY – Month YYYYOverview of role in 1 to 2 lines* Insert 2 to 3 key accomplishments

 Volunteer experience* Include any work experience, internships or other industry exposure
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