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| --- | --- | --- |
| YNObjectiveTo replace this text with your own, just click it and start typing. Write a short sentence about your experience, career goal, interest and skills.Skills & StrengthsExplain what you are naturally good at. What sets you apart? List your strengths relevant for the role you’re applying for.* Suggestion – Microsoft office suite
* Suggestion – works well in a team
* List one of your skills/strengths
* List one of your skills/strengths
* List one of your skills/strengths

awards & certificatesfirst aid course • Datecertificate award • dateWrite a description about your award or certificate referencesreference name[Title, Company][Contact information]reference name[Title, Company][Contact information] |

|  |
| --- |
| Your first & last nameemail | phone | addressz |

Educationschool year • School name • dates attendedYou might want to include some of the subjects you enjoyed or did well at school and any academic achievement.Degree title • School • dates attendedIt’s okay to brag about your scores. You can also write down a description of any courses you have undertaken.ExperienceJob Title • Company • Location • Dates From – ToDescribe your responsibilities and achievements. Use examples, but keep it simple and short.cashier • coles • sydney city • may 2012 – currentResponsibilities included:* Customer service
* Cash handling
* Packing shelves

baby sitting • sydney • november 2011 – april 2012Responsibilities included:* Ensuring a safe environment
* Preparing snacks
* Doing housework

Interests & hobbiesUse this section to highlight your relevant passions, activities, and how you like to give back. It’s good to include Leadership and volunteer experience here. Or show off important extras like publications, certifications, languages and more. * Example – running
* Example – reading
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