

PROFILE

An area to talk about yourself. For example:

After studying [insert your studies here].

I consider myself a [insert your attributes here] person [talk about an example where you have been this attribute].

I am looking forward to my first work experience and believe I am the right person for this role.

CONTACT ME

[insert mobile number]

[insert your email]

[insert your home address]

ADDITIONAL SKILLS

An area for any other skills that may be beneficial to the role. For example:

Driver's License

Microsoft Skills

Adobe Creative Cloud Skills

Certificate or Awards

First Name

Last Name

EDUCATION

Talk about your recent education.

SCHOOL/COLLEGE ATTENDED

[insert dates]

SKILL SET

[insert your skills]

Example may include:

- Excellent communication and interpersonal skills
- Strong time management skills
- A proactive "can-do" attitude
- Excellent organisational skills

WORK/VOLUNTEERING EXPERIENCE

[insert your experience to date]

HOBBIES/INTERESTS

[insert 3 or 4 hobbies/interests you may have]