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|  | Your Name  Street Address, City, County/Region Postcode  |  Email Address  |  Telephone No. |
| Objective | To get started right away, just click any placeholder text (such as this) and start typing to replace it with your own. |
| Skills & Abilities | Want to insert a picture from your files or add a shape, text box or table? No problem! On the Insert tab of the ribbon, just click the option you need.  Find even more easy-to-use tools in the Insert tab, such as tools to add a hyperlink. |
| Experience | **Job Title** Company NameDates from – to This is the place for a brief summary of your key responsibilities and biggest accomplishments. |
| Education | **University or College Name**, LocationDegree or Qualification You might want to include your marks here and a brief summary of relevant coursework, awards and honours. |
| Communication | You delivered that big presentation and got amazing feedback. Don’t be shy about it now! This is the place to show how well you work and play with others. |
| Leadership | Have you ever been the head of a society at university, mentored other students or led a charity campaign? You're a natural leader – tell it like it is! |
| References | **Reference Name**, TitleCompany Contact Information |