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| |  | | --- | | SkillsExplain what you're especially good at. What sets you apart? Use your own language – not jargon. | | ExperienceJob Title | Company | Dates From – To Summarise your key responsibilities, leadership and biggest accomplishments. Don't list everything – keep it relevant and include information that shows the impact that you made. Job Title | Company | Dates From – To Think about the size of the teams you've led, the number of projects you've managed successfully or the number of articles you've written. EducationDegree or Qualification | Date Earned | University or College You might want to include your marks here and a brief summary of relevant coursework, awards and honours. Degree or Qualification | Date Earned | University or College In the Home tab of the ribbon, take a look at Styles to apply the formatting you need with just a click. | | |  | | --- | | ObjectiveTo get started, click the placeholder text and start typing. Be brief: use one or two sentences.Double-click “Your Name” in the header to add your name. | | |  |  | | --- | --- | |  |  | | Email Address | Telephone No. | |  |  | | LinkedIn URL | Twitter Handle |   Link to other online properties: Portfolio/Website/Blog | | Volunteer experience or leadershipDid you manage a team for your club, lead a campaign for your favourite charity or edit your school's newspaper? Go ahead and describe experiences that illustrate your leadership abilities. | |