

Your full name

[City or town] | [Phone] | [Email] | [Portfolio or LinkedIn if useful]

PROFILE

[Your current qualification or training.] [One relevant skill supported by an example.] [The kind of role you are applying for.]

EDUCATION

[Qualification] — [School, college or university]

[Dates or expected completion date]

[Relevant subjects, modules or completed practical work]

PROJECTS AND EXPERIENCE

[Project, volunteer activity or informal work] — [Dates]

- [What you personally did, the tool or method you used, and what happened.]
- [A second task relevant to this application.]

SKILLS

[Skill] — [Where you used it and what you can do without help]

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COURSES OR CERTIFICATES

[Completed course, provider and completion date — remove this section if unused]

REFERENCES

[Provide references in the format requested by the employer. Ask the person before sharing their contact details.]