**PERSONAL INFORMATION**

Name: First and Last Name

Address: Physical Address

Email: Email Address

Phone: Phone Number

Date of Birth: Date of Birth

**PERSONAL PROFILE**

3-4 sentences describing your interests, skills, and experience. Use first person (“I” format) and describe any traits that make you stand out. This is a great way to personally introduce yourself to employers!

**WORK EXPERIENCE**

XX/XXXX to XX/XXXX **Job Title**

 *Company Name, Location*

* Write several bullets describing your responsibilities
* Write several bullets describing your responsibilities
* Write several bullets describing your responsibilities
* Write several bullets describing your responsibilities
* Write several bullets describing your responsibilities

XX/XXXX to XX/XXXX **Job Title**

 *Company Name, Location*

* Write several bullets describing your responsibilities
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XX/XXXX to XX/XXXX **Job Title**

 *Company Name, Location*

* Write several bullets describing your responsibilities
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COURSES

XX/XXXX to XX/XXXX **Course of Study and Degree (if earned)**

 *Education Institution Name, Location*

XX/XXXX to XX/XXXX **Course of Study and Degree (if earned)**

 *Education Institution Name, Location*

**SKILLS**

**SKILL NAME**: Give a specific example of how you have demonstrated this skill, using quantifiable metrics if possible.

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**TRAINING**

XX/XXXX Name of workshop/training

XX/XXXX Name of workshop/training

XX/XXXX Name of workshop/training

XX/XXXX Name of workshop/training

**LANGUAGES**

Language 1: Reading (level), Speaking (level), Writing (level)

Language 2: Reading (level), Speaking (level), Writing (level)

Language 3: Reading (level), Speaking (level), Writing (level)

Language 4: Reading (level), Speaking (level), Writing (level)

**HOBBIES AND INTERESTS**

* Write about your hobby/interest and try to connect its relevance to job
* Write about your hobby/interest and try to connect its relevance to job
* Write about your activity and try to connect its relevance to job