**[YOUR NAME]:**

**(ADDRESS:) (EMAIL:) (TELEPHONE NO:)**

**Profile/ skills:**

(a brief description of your personality- any hobbies you may have)

(list your skills, what sets you apart from other people)

**Education:**

(list your degrees or any qualifications you have earned- this could be university qualifications, college qualifications, any honours or awards)

**Experience:**

JOB TITLE/ COMPANY:

(DATE FROM- TO:)

(any relevant work experience- biggest accomplishments, summarise your key responsibilities- any projects you worked on- did you work as part of a team? - did you manage a team?)

**Voluntary or leadership experience:**

(describe experiences that illustrate your leadership abilities