

Name

Contact details

{Contact Details, Email, Province and city only, LinkedIn Link}

Professional profile:

A short paragraph (3-5 lines) summarising who you are (student/ graduate/ professional), using key words. How you plan on contributing towards the success of the company.

Skills:

- [Add skills that aligned with the job post]
- [Have at least have to six skills, and not more]

Work Experiences:

[Job Title]

[Company Name]

[Date Started – Date Ended]

Duties/Responsibilities

(Use bullet points and action words like “Assisted” “Managed” “Coordinated”)

Achievements:

[Project Name]

A brief description of what you did.

Education:

[Qualification Name]

[Institution Name]

[Date Started – Date Ended]

[Relevant subjects or achievements]

Referencing:

[Company Name]

[Job Title of the Supervisor] [Name of the Supervisor]

[Supervisor Contact Details]

[Supervisor Email Address]