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| Your nameEmailTelephone  |  | | --- | | Objective A little something about yourself and what your goals are, eg. Enthusiastic young professional looking to learn new skills in a customer service setting. Keep it short, two sentences max! Try to keep your whole CV on one page. Definitely don’t go over two pages. | | Skills Don’t think you have any skills? You totally do! Ever played a team sport? That’s verbal communication skills right there. Babysat? That’s exercising responsibility! Think outside the box and have some faith.  Write this in a dot point format with two columns. | | |  |  | | --- | --- | | Experience[if you’re going for your first job, expand your skill section here]Job Title/CompanyDates From – To Summarise your key responsibilities, leadership skills and most stellar accomplishments. Don’t list everything; keep it relevant and include data that shows the impact you made. Job Title/CompanyDates From – To If you have no experience, cut this bit out and add more reasons as to why the skills you have are relevant to the job you want to apply for. Pop this information below Education. | | | Educationhighest form of education, I.E. year and UniversityWhat degree are you studying? List any majors/minors. Date highest form of education, I.E. Year and school Date | | | Referees | | | Referee #1  Relation  Number | Referee #2  Relation  Number | |