

# Name

Contact address

Mobile: [insert] E-mail: [insert]

## Personal Profile

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[Insert Personal Profile Statement]

## Achievements

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- > [insert achievement]
- > [insert achievement]
- > [insert achievement]

## Education

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[From – To] Grade achieved:	[Course] [Grade]	[Institution Name]
[From – To] Grade achieved:	[Course] [Grade]	[Institution Name]
[From – To] Grade achieved:	[Course] [Grade]	[Institution Name]

## Work Experience

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[From – To] Main duties performed:	[Job Position]	[Company name]
[From – To] Main duties performed:	[Job Position]	[Company name]
[From – To] Main duties performed:	[Job Position]	[Company name]

## Skills

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Technical:

Interpersonal:

Other:

## Hobbies and Interests

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[Briefly outline your hobbies and interests (particularly those that are related to the job you are applying for)]

## Referees

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[Referee 1 full name]  
[Job position / company name]  
Address: [insert here]  
Tel: [insert here]  
Email: [insert here]

[Referee 2 full name]  
[Job position / company name]  
Address: [insert here]  
Tel: [insert here]  
Email: [insert here]