**NAME:**

**ADDRESS:**

**TELEPHONE NUMBER:**

**EMAIL ADDRESS:**

**D.O.B:**

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**LANGUAGES:**

STATE ANY OTHER LANGUAGES SPOKEN OTHER THAN ENGLISH AND TO WHAT LEVEL. IF THEY ARE NOT FLUENT THEN DON’T INCLUDE THEM.

**PERSONAL PROFILE:**

WRITE A BRIEF PARAGRAPH EXPLAINING A LITTLE ABOUT YOU. LIST SOME STRENGTHS AND THINGS THAT MAKE YOU STAND OUT ABOVE OTHER CANDIDATES.

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**EDUCATION & QUALIFICATIONS:**

**DATE FROM – TO**

**UNIVERSITY ATTENDED**

**COURSE UNDERTAKEN & GRADE ACHIEVED**

MODULES

PLACEMENTS UNDERTAKEN

ANY OTHER RELEVANT QUALIFICATIONS

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**WORK EXPERIENCE:**

START WITH THE MOST RECENT

**DATE FROM – TO**

**COMPANY**

**POSITION**

WRITE A BRIEF PARAGRAPH ABOUT WHAT THE COMPANY DOES AND YOUR ROLE WITHIN THE COMPANY.

ACHIEVEMENTS

* LIST THESE IN A BULLET POINT FORMAT

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**INTERESTS & HOBBIES:**

TELL YOUR POTENTIAL FUTURE EMPLOYER WHAT YOU LIKE TO DO/WHERE YOU LIKE TO GO. BE HONEST, BUT BE CAUTIOUS AS TO THE IMPRESSION YOU’RE GIVING. REMEMBER, INTERESTS AND HOBBIES SHOULD ENHANCE YOUR PROFILE BY ADDING CHARACTER, NOT BE USED TO YOUR DETRIMENT!

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**REFERENCES:**

AVAILABLE ON REQUEST