

**List your ideal role and what attracts you to the position.**

* Make your bullet points concise and easy to read. Share information that is relevant to the job and the employer.

**Ideal Job**

Hometown:

Secondary School:

Secondary School Marks:

Name of Degree Studying:

Major:

GPA:

**Education**

You are there, you have submitted your resume and this is the first thing that the prospective sponsor will read about you. Let’s create impact - short, concise and unique! Emphasize your skills, expertise, achievement and show employers w hat assets you will bring to the role you are applying for. You have a short window to convince the employer that you are the candidate they want. So capture their attention with your professional profile.

**Other Achievements**

**School awards, University awards etc**

**LANGUAGES**

What are the skills you will bring to an organisation

**SKILLS**

**PERSONAL SUMMARY**

YOUR NAME

Statement about you

Tel: 123-456-7890 | youremail@domain.com | 22 Main Street, City

**SELF DEVELOPMENT**

**WORKSHOP GOES HERE**

University or Company

Year – Location

**INTERESTS**

Volunteer Work

Club Memberships

Sports

**REFERENCES**

**REFERENCE NAME**

PROFESSIONAL TITLE

Reference’s Company

Phone: 123-456-7890

Email: referencemail@domain.com

**REFERENCE NAME**

PROFESSIONAL TITLE

Reference’s Company

Phone: 123-456-7890

Email: referencemail@domain.com

**YOUR JOB POSITION TITLE**

COMPANY NAME | LOCATION

DATE - DATE

* Make your bullet points concise and easy to read. Share information that is relevant to the job and the employer.
* List achievements first, responsibilities second, be concise as this section should be about 3-5 bullet points.
* Make sure to list what you have done that aligns with the job you are applying for.
* List achievements first, responsibilities second, be concise as this section should be about 3-5 bullet points.

**Examples below:**

Adobe Photoshop

Adobe Illustrator

Adobe InDesign

Microsoft Word

Microsoft Excel

PowerPoint

**EXPERIENCE**

**EXPERTISE**