YOUR NAME

**YOUR DESIRED JOB TITLE**

 **+00 000 000 000 •** **youremail@address.com** **• your address, country • linkedin.com/in/yourprofile**

**PERSONAL STATEMENT**

*Your personal statement should be a concise, persuasive summary of your relevant skills, work experiences, and aspirations for your chosen career path. It should make a strong impression on the reader and encourage them to explore your CV further. Emphasise the soft and hard skills you possess that are relevant to the job you're applying for. Mention relevant courses you have taken, skills you have mastered, and personal achievements.*

**SKILLS**

**Problem Solving** *Example of a time you solved a problem. What was the result?*

**Time management** *Example of how you delivered a task within a deadline.*

**Negotiation** *Example of when you used your negotiation skills to achieve a positive outcome.*

**Relationship building** *Example of your approach to building successful, long-term relationships with others.*

**Tools & Technologies** *Summarise tools, languages, software you are proficient in.*

**PROFESSIONAL EXPERIENCE**

**Work Experience/Job title Company, Location**

MM/YYYY – present

*Highlight your contributions and any positive outcomes, such as improved efficiency, cost savings, or completed projects.*

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**EDUCATION**

*As a school/college graduate, you may not have much work experience to add to the section above, therefore it is important to include your grades and any additional courses or achievements.*

**Qualification –** MM/YYYY - Learning provider

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**PERSONAL INTERESTS**

* Interest/hobby
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* Interest/hobby