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| Contact Email [Insert email address] Phone [Insert mobile number]  Address [Suburb, state, postcode] LinkedIn  [Insert LinkedIn URL]  Key skills   * Skill one * E.g. Language spoken * E.g. IT proficiencies * E.g. Technical skills related to your profession * E.g. Soft skills * Include up to 8 skills   References  Name Position/Title Organisation Country & Location Phone Number Email address  Name Position/Title Organisation Country & Location Phone Number | **Profile** Include 2-3 sentences to highlight your key skills and experience. This is also your opportunity to tailor your resume with keywords from the job description.  **Education**  Course or qualification  Institution name & country  Graduated YYYY   * Include any special accreditations, scholarship awards, academic prizes or acknowledgements underneath the relevant qualification   **Employment**  Role Title  Company Name  Month YYYY – Month YYYY  Overview of role in 1 to 2 lines (include company description if relatively unknown)   * Insert 2 to 3 key accomplishments   Role Title  Company Name  Month YYYY – Month YYYY  Overview of role in 1 to 2 lines   * Insert 2 to 3 key accomplishments     Volunteer experience   * Include any work experience, internships or other industry exposure |