|  |  |
| --- | --- |
| YourNameHR Assistant | Your Name[Street address][City][Zip code][Contact number][Email address] |
| **Summary**Competencies | [Briefly talk about your background, experience, and what you hope to achieve in the role you’re applying for.]horizontal line* [ Competency 1 ]
* [ Competency 2 ]
 |
| **Experience**(In reverse chronological order) | horizontal lineBusiness Name / Job TitleMonth 20XX - Present, LocationBusiness Name / Job TitleMonth 20XX - Month 20XX, Location |
| Education | horizontal lineSchool or Institution Name / QualificationMonth 20XX - Month 20XX, Location |
| Certificates | *horizontal line** [ Certificate 1 ]
* [ Certificate 2 ]
 |
| Achievements | horizontal line* [ Notable career achievement 1 ]
* [ Notable career achievement 2 ]
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| Awards | horizontal line* [ Certificate of Merit / Excellence ]
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