[Your Full Name]

[Your contact number] | [Your professional email address] | [Your LinkedIn profile/website/a link to your online portfolio]

**Education**

[Name of the educational institution | Location (year started – year ended)]

[Name of degree as well as majors/another relevant certificate]

[Any special achievements or awards obtained]

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**Skills**

*[List Main Skill, e.g. leadership]*

[Have one or two bullets beneath this skill where you elaborate on how you developed it, e.g. you were the vice president of the debate society in colleage]

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**Experience**

(Include the most current position first. If you’re a new graduate or someone with limited formal work experience, you may want to include any volunteer positions or part-time work you’ve done.)

[Date of employment with year/month – year/month]

[Position Title]

[Company Name and location]

[Include 2-4 bullet points with all your responsibilities and accomplishments]

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[Position Title]

[Company Name and location]

[Include 2-4 bullet points with all your responsibilities and accomplishments]

NB: Remember to remove the header and footer when you submit your resume.