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| YN Objective To get started, click the placeholder text and start typing. Be brief: use one or two sentences.  Double-click the table cells in the footer to add your contact info (or delete the columns you don’t want). Skills Explain what you're especially good at. What sets you apart? Use your own language – not jargon. | |  | | --- | | Your NameProfession or Industry | Link to other online properties: Portfolio/Website/Blog |  ExperienceJob Title • Company • Dates From – To Summarise your key responsibilities, leadership and biggest accomplishments. Don't list everything – keep it relevant and include information that shows the impact that you made. Job Title • Company • Dates From – To Think about the size of the teams you've led, the number of projects you've managed successfully or the number of articles you've written. EducationDegree or Qualification | Date Earned | University or College You might want to include your marks here and a brief summary of relevant coursework, awards and honours. Degree or Qualification | Date Earned | University or College In the Home tab of the ribbon, take a look at Styles to apply the formatting you need with just a click. Volunteer experience or leadership Did you manage a team for your club, lead a campaign for your favourite charity or edit your school's newspaper? Go ahead and describe experiences that illustrate your leadership abilities. |