***Please use Google Translator or other service to fill it in English***

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| **Key skills**   * Skill one * Skill two * Skill three * Skill four * Skill five * Skill six * Skill seven * Skill eight   **Education**  **Course or qualification** from Institution Name  Graduated YYYY  **Course or qualification** from Institution Name  Graduated YYYY | **Career Objective**  Briefly and generally describe your career objective: who are you? (what kind of professional are you?); what kind of person are you? what kind of position are you looking for? In what kind of industry? You can use job descriptions from positions you are applying for as inspiration for key words.  **Career history**  **Role Title** at Company Name  Month YYYY – Month YYYY   * Summary of the job in 1 to 2 lines [this mentions what the key aspects of the job were]   **Key responsibilities**   * Write 2 or 3 key responsibilities in dot points   **Achievements**   * Write 2 or 3 achievements, such as awards or recognition   **Role Title** at Company Name  Month YYYY – Month YYYY   * Summary of the job in 1 to 2 lines [this mentions what the key aspects of the job were]   **Key responsibilities**   * Write 2 or 3 key responsibilities in dot points   **Achievements**   * Write 2 or 3 achievements, such as awards or recognition   **Interests**  Write 2 - 3 interests    **References**  Available upon request |
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