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| **FIRST NAME LAST NAME** |
|  | Choose an item. |   | Block 000, Smart Street, #10-01, Singapore 123000 |
|  | Your contactable mobile number |  | Your professional-looking contactable email address |
|  | Your LinkedIn Profile (if any) – otherwise, please delete |
|  |
|  |
| **EDUCATION** |
|  |
| Jan 2017 | - | Dec 2018 | Institute of Technical Education, College XXXXXX |
|  |  |  | HNitec / Nitec in XXXXXX |
|  |  |  |  |
| Jan 2013 | - | Dec 2016 | XXX Secondary School |
|  |  |  | GCE ‘N’ Level |
|  |  |  |  |
| Jan 2013 | - | Dec 2016 | XXX Secondary School |
|  |  |  | GCE ‘N’ Level |
|  |

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| **WORK EXPERIENCE** |
|  |  |  |  |
| Jan 2018 | - | present | Job Title [eg Barista (Part-Time)] |
|  |  |  | Organisation [eg Starbucks @ Somerset 313] |
|  |  |  |  |
| Nov 2017 | - | Dec 2017 | Job Title [eg Retail Assistant (Part-Time)] |
|  |  |  | Organisation [eg Popular Bookstore] |
|  |  |  |  |
| Jan 2017 | - | Dec 2017 | Job Title [eg Crew Member (Part-Time)] |
|  |  |  | Organisation [eg McDonalds] |
|  |

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| **SKILLS & COMPETENCIES** |
| **TECHNICAL SKILLS** |
| * Item 1 (eg Microsoft Word – Intermediate Level)
 |
| * Item 2 (eg Adobe Photoshop – Basic Level)
 |
|  |
| **SOFT SKILLS** |
| * Item 1 (eg Ability to work in a team, Problem solving, etc)
 |
| * Item 2 (eg Leadership, communication, etc)
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| **CO-CURRICULAR ACTIVITES** |
|  |  |  |  |
| Jan 2017 | - | Dec 2018 | Institute of Technical Education, College XXXXXX |
|  |  |  | * Role 1 (eg President – Rock Climbing)
 |
|  |  |  | * Role 2 (eg Member – Library)
 |
|  |  |  |  |
| Jan 2013 | - | Dec 2016 | XXX Secondary School |
|  |  |  | * Role 1 (eg Secretary –Outdoor Adventure Club)
 |
|  |  |  | * Role 2 (eg Member – Computer Whiz Club)
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| **AWARDS** |
|  |
| Jan 2017 | - | Dec 2018 | Institute of Technical Education, College XXXXXX |
|  |  |  | * Award 1 (eg NYAA Gold)
 |
|  |  |  | * Award 2 (eg Edusave / Good Progress Award)
 |
|  |  |  |  |
| Jan 2013 | - | Dec 2016 | XXX Secondary School |
|  |  |  | * Award 1 (eg 2nd in Language (Secondary 4))
 |
|  |  |  | * Award 1 (eg 3rd in Freestyle 50m)
 |
|  |  |  |  |
|  |
| **COMMUNITY INVOLVEMENT** |
|  |
| Jan 2017 | - | Dec 2018 | Organisation (eg People Association, Institute of Technical Education) |
|  |  |  | * Role 1 (eg Event Planner for Christmas for Elderly)
 |
|  |  |  | * Role 2
 |
|  |  |  |  |
| Jan 2013 | - | Dec 2016 | Organisation (eg People Association, Secondary School) |
|  |  |  | * Role 1 (eg Team member for Purple Parade)
 |
|  |  |  | * Role 2
 |
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