

# FIRSTNAME LASTNAME

Address:

Mobile:

Email:

LinkedIn:

## PROFILE

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MSc International Business graduate passionate about content. Enjoys writing copy to engage customers through multiple channel including social media, posts and email. Currently applying my communication skills and creativity to increase the profile of a local charity, generating content to educate and inspire action.

## EDUCATION

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**University of Birmingham, UK**

**Date from - to (month/year)**

**Master's Programme title** e.g. MSc in International Business

- Modules include: select a few modules or projects most relevant to your target job (grades if known)

**Undergraduate Institution, Country**

**Date from - to (month/year)**

**Degree type and subject** e.g. BA in Marketing

- Grade achieved

## EXPERIENCE

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**Organisation**

**Date from - to (month/year)**

**Job Title**

*Brief description of the company if not well known e.g. type of business and size*

- Minimum of three bullet points to describe your responsibilities and your key achievements in your current or most recent role
- List specific achievements which best illustrate the skills relevant to your target role
- Put your most relevant achievements first
- Show impact and results, not just responsibilities. Quantify impact using tangible figures wherever possible
- Start each bullet point with a strong verb

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## **EXTRA-CURRICULAR ACHIEVEMENTS**

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**Activity Name**

**Date from - to (years)**

Explanation of what you did and relevant skills developed/impact of experience.

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Explanation of what you did and relevant skills developed/impact of experience.

## **SKILLS AND INTERESTS**

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Languages: Language and Level of Proficiency e.g. Native, Intermediate

IT Skills: Technical skills relevant to job e.g. specialist industry software used, programming languages etc.

Interests: Maximum two lines only but expand where you can i.e. marathon time or music grade. Should demonstrate dedication or accomplishment