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| --- | --- | --- | --- |
| **YOURNAME** |  | Personal StatementWrite 2-3 sentences to explain who you are, what you do, and what your professional goals are.Educational HistoryUniversity of Murray Connect2016-2018 | Graduate Diploma of AccountingUniversity of Murray Connect2013-2017 | Bachelor of CommerceEmployment HistoryRole Title Place of Employment | 20XX – Present* List your primary responsibilities and duties
* Make sure that they are relevant to the job you’re applying for
* Try to keep it brief
* Only list the most relevant roles you have held

Role TitlePlace of Employment | 20XX – Present* List your primary responsibilities and duties
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Employment History ContinuedRole Title Place of Employment | 20XX – Present* List your primary responsibilities and duties
* Make sure that they are relevant to the job you’re applying for
* Try to keep it brief
* Only list the most relevant roles you have held
 |  |
| Phone: 0412 345 678Email: youremail@email.comSpecialisations* List your specialisations and professional interests here
* For example, customer service or project management
* Small business accounting, or agricultural management
*

Skills* List your role-specific skills here
* For example
* Microsoft Excel or
* Adobe Photoshop

YOURNAME **Phone:** 0412 345 678**Email:** youremail@email.comReferencesTheir NameRole Title | Place of WorkPhone: 0412 345 678Their NameRole Title | Place of WorkPhone: 0412 345 678 |  |  |