

Header section

- A picture is recommended.
- Your full name
- Professional titles
 - E.g., mechanical engineer, specializing in strength analysis.
 - E.g., Interior design, construction engineering second year student
 - E.g., creative content marketer, freelance graphic designer.
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About me / Summary

- Who are you?
- What are your key skills and competence?
- What are you looking for?
- What are your hobbies? (Not too much, just enough to leave a small impression)

Skills

- Field-specific skills (hard skills, professional skills, or technical skills)
- Soft skills
- Language skills

Field specific qualification

- Hygiene passport (in food and catering sector)
- Safety card (in construction sector)
- teaching qualification

Hobbies

- What do you like to do in your free time?
- It can be integrated into the About Me section.

Contact information.

- Email (student or personal email)
- Phone number.
- Address
- Some personal information such as civil status, gender and age can be left out.

Work experience

- If you do not have a lot of “paid” work experience, change the title to **Work and Project Experience**
- 3-4 bullet points for each work experience
- **How to describe your work or project experience?**
 - What did you do? (action)
 - What skills or tools have you applied to solve what problems? (Skills and problem-solving)
 - What roles did you play during the process? (teamwork skills)

Education background

- If you do not have a lot of degree studies background, change the title to **Education and Training.**
- Under the new title, you can also add diploma training, courses, and other certificate information.
- No need to have bullet points, but you can **shortly** describe the focus area of your studies. For example, which profiling module have your studied or are planning to study (field of expertise).

Reference

- Supervisor or team leader
- Teammate or co-worker