Your full name

Your home address in Indonesia
Your HP Number | Your email address

Personal Summary

Write 3-4 sentences which summarise your approach to work; your key skills and attributes; and your career aspirations/goals. For example:

I am a hard working and motivated individual who has excellent communication skills, good attention to detail and a strong team work ethic. I am currently studying a Bachelor of English Language Education in Sumatra, Indonesia, and I aspire to teach English at the secondary school level. I am hoping to gain practical work experience in an education-related role during my participation in the Australian phase of AIYEP.

Education and Qualifications

- Highschool; and years that you have studied for the study you have. For example:
  SMAN 10 Padang, Padang, 2016 - 2019
- Do not include your kindergarten, elementary school or junior high school results unless they are unusual (for example, if you studied High School in another country, or you participated in a high school exchange program)

Volunteer Roles, Community Work, Clubs and Societies Experience

- Include any **volunteer roles or unpaid work** you have done in your community. Include the name of the role, the name of the organisation, and the years/dates of your service. Also include a brief sentence that describes your duties/responsibilities/tasks. For example:

  Volunteer, AFS Intercultural Programs / Bina Antarabudaya, 2013 – 2016. I volunteered for this global education organisation and was a member of my regional selection team. This involved interviewing high school students who were applying for AFS scholarships to study abroad.

  Volunteer, Community Health Service, Yogyakarta, 2014. I completed a 2-month community service placement as part of my Bachelor degree. This included designing and delivering health promotion activities and events in a rural community.

Achievements

- If you have been awarded any prizes or scholarships, you should include them here. If you have multiple achievements, try to only list your top 5. For example:

  Scholarship Recipient, Indonesian Endowment Fund for Education (LPDP), to pursue my Masters degree in Germany

  Selected for the Australia Indonesia Youth Exchange Program 2018/2019. This is a fully funded program by the Australian Department of Foreign Affairs and Trade and the Indonesian Ministry of Youth and Sport.

  The Champion of National School Debating Championship 2018 in Bukittinggi, also being a representative of Bukitting in Regional Selection.

Personal Interests

- List your main personal interests including any sports you play, and any hobbies that you actively pursue. Try to list 5 of your personal interests.
- If you speak any languages other than English, Indonesian and your local dialect, please include them here as well as an indication of your proficiency. For example: *I have studied French for three years and have participated in a study tour to Paris. I have an intermediate level of proficiency.*
- If you are a member of any organisations, please also include these.

Try to keep your CV for UCD Open Recruitment to 2-3 pages.

You do not need to include any information about your religion, age or marital status.

You do not need to include a photo.