This document is intended for inspiration and guidance only. Tailor it to highlight your unique skills and experiences that align with the role you’re applying for – don’t copy directly**.** It is based on a **fictional persona** – any similarity to an actual person is coincidental and unintended.

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| LACHLAN NGUYEN | |
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| CONTACTXXXX XXX XXX | lnguyen@example.com | OBJECTIVE   Recent high school graduate eager to embark on my professional journey through either an internship or entry-level position in the field of sports management.  I have received public speaking awards for my communications skills and know what it means to work in a team thanks to my extensive experience playing and refereeing hockey.  I am digitally savvy and passionate about the sports management industry. |
| SKILLSProficient in Microsoft Office programs, with a typing speed of 55 wpmProficient in managing social media platforms including TikTok and InstagramFundamental Adobe Photoshop skillsBasic understanding of HTML and CSSLeadership and team coordinationProblem solving and critical thinkingTime management and organisation | EXPERIENCECertified Hockey Referee, Volunteer,Sydney Local Hockey AssociationJanuary 2023 to present  * Officiating local games, ensuring fair play, and maintaining the integrity of the sport. * Volunteer social media coordinator. Editing images from matches and drafting post-match posts and player profiles for the association’s Facebook page and website.  Customer Service Representative,Hoyts Cinema, SydneyJune 2020 to December 2022Responsibilities included ticket sales, customer inquiries, and general theatre maintenance.Awarded staff member of the month three times for excellent customer service. |

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| Extracurricular activitiesCoach, Youth Hockey Program, Sydney Community Sports CentrePassionate about hockey and basketball and supporting local leaguesKeeping up to date with technology, gadgets and social media trends | EDUCATION Higher School Certificate,  Sydney Boys High School Graduated 2022Subjects:EnglishMathsPhysical EducationBiologyChemistryHistoryMember, school debating teamAwarded 'Best Speaker' in Sydney Regional Debating Championship, 2022.Bachelor of Science in Sports ManagementUniversity of Sydney**(deferred entrance)** Certifications and training  * Certified Hockey Referee, accredited by Hockey NSW * First Aid Certificate, St John Ambulance Australia, 2022 * Certificate in Sports Nutrition, Sydney Sports Science College (currently enrolled, prospective graduation December 2024)  Volunteering experience Volunteer  Sydney Food Bank  **2021- present** references Available on request |
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