

Full Name

Resume

PERSONAL DETAILS

Date of Birth: (Optional)
Telephone: (Area code) number
Mobile: Full number
Address: Street number, City STATE Postcode
Email: Full address (case sensitive)

PROFESSIONAL STATEMENT

Promote yourself here. In a paragraph talk about your career objectives – what kind of work you would like to do and the skills that you would like to develop.

KEY STRENGTHS

- List your key strengths here
- Use dot points to summarise your skills
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EMPLOYMENT HISTORY

List all the jobs or voluntary work you have done. List each job by the year you started and the year you ended work there. Start with the most recent job you have held.

Name of Employer, Location

Role: Position

Period: From – To Date

Duties and Responsibilities:

- Detailed description of duties

Achievements:

- Any information you feel you should state, e.g. successful projects etc.

Name of Employer, Location

Role: **Position**

Period: From – To Date

Responsibilities:

- Detailed description of duties

Achievements:

- Any information you feel you should state, e.g. successful projects etc.

Name of Employer, Location

Role: **Position**

Period: From – To Date

Responsibilities:

- Detailed description of duties

Achievements:

- Any information you feel you should state, e.g. successful projects etc.

Name of Employer, Location

Role: **Position**

Period: From – To Date

Responsibilities:

- Detailed description of duties
-

Achievements:

- Any information you feel you should state, e.g. successful projects etc.

EDUCATION

Start with your highest and most recent qualifications and finish with the last year of high school that you completed.

Year Course, Institution, Location of Institution.

Year Course, Institution, Location of Institution.

Year Certificate, Name of Secondary School, Location of School.

CERTIFICATES / ACHIEVEMENTS

- Name of Certificate, Institution or Organisation, Location.

- Name of Certificate, Institution or Organisation, Location.

HOBBIES / INTERESTS

- List activities that might bring skills to your new job.
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REREREES

Try to supply the details of three people you have either worked for, volunteered with or studied under at University or TAFE.

- Name, Position
Company
Tel:
Email:
- Name, Position
Company
Tel:
Email:
- Name, Position
Company
Tel:
Email: