­

[0000 000 000]



EDUCATION



[You should include your highest (or current) year of school/ training and any study that is relevant to this job]

[Year]

[Course name, institution]

[Year]

[Course name, institution]

[Year]

[Course name, institution]

KEY SKILLS



[Include your technical, workplace and interpersonal skills that are relevant to this job]

* [Skill]
* [Skill]
* [Skill]
* [Skill]
* [Skill]
* [Skill]

WORK EXPERIENCE



[Include both paid and unpaid workplace experience that is relevant to this job. Include your most recent experience first and work backwards]

[JOB TITLE]

[COMPANY NAME] [job dates]

[Overview of role in 1-2 lines]

Key Responsibilities

* [Insert text]
* [Insert text]
* [Insert text]

[JOB TITLE]

[COMPANY NAME] [job dates]

[Overview of role in 1-2 lines]

Key Responsibilities

* [Insert text]
* [Insert text]
* [Insert text]

[JOB TITLE]

[COMPANY NAME] [job dates]

[Overview of role in 1-2 lines]

Key Responsibilities

* [Insert text]
* [Insert text]
* [Insert text]

PERSONAL SUMMARY



{NOTE: DELETE ALL RED NOTES BEFORE SUBMITTING}

[This is your elevator pitch where sell yourself to a potential employer. Tell them why you are a good fit for the job and how you will benefit the business. You should tailor this for each job you apply for]



[Suburb] [State] [Postcode]



[xxxxxxxxxxxxxx@xxx.xxx]

ACHIEVEMENTS



[This could include any awards or formal recognition you have received from previous workplaces or education institution that are relevant to this job.

* [Skill]
* [Skill]

QUALIFICATIONS AND CERTIFICATES



[List any additional certifications that you hold, e.g. driver’s license, first aid certificate]

* [Skill]
* [Skill]
* [Skill]
* [Skill]
* [Skill]
* [Skill]

REFERENCES



[**I**nclude contact details for at least two referees who can support your application for this job. Always ask them before including their name!]

[Name]

[Current title]

[Business]

[Work relationship]

[Dates you worked together]

[Contact phone and email]



[Suburb] [State] [Postcode]

[0000 000 000]





[xxxxxxxxxxxxxx@xxx.xxx]