Career Objective:

A snapshot of you and your career aspirations – a brief introduction to your previous experience and career goals.

Key Skills:

* List in order of relevance to the role you are applying for
* Use strong action words/phrases such as Ability to, Strong skills in, Demonstrated level of
* Look for opportunities to include numbers, % for $ to illustrate
* Think about transferable skills you have gained through casual work, community involvement and school
* You can include some attributes but only if they are relevant to the role you are applying for. Avoid terms like ‘hard-working’ and ‘punctual’
* Other relevant skills
* Other relevant skills
* Other relevant skills (press ‘enter’ at the end of this line for more)
* Sell yourself! Use words/phrases such as Strong, High level, Experience with, Ability to

IT Skills:

* List computer skills in the order most relevant to each job you are applying for
* Don’t include the use of internet and email. They are assumed skills in 2017
* Computer skills
* Computer skills
* To get more lines press ‘enter’ at end of line

Experience:

**Employer Name**

**Position Title** Date from – Date to

**Achievements:**

* List in order of relevance to the role you are applying for.
* Use strong action words/phrases such as Ability, Proficient, Strong skills in, Demonstrated level of. Include metrics such as % or $ to illustrate.
* Only include for the most recent and relevant to roles.

**Responsibilities:**

* List your main tasks & responsibilities in short dot point format
* Change the order these appear based on the job requirements for each job you are applying for
* Strong use of action words – assisting, responsible for, conducting, maintaining, creating, etc
* Most recent job to include the most amount of dot points
* Tasks & responsibilities
* Tasks & responsibilities (press enter at the end of this line to include more)

**Employer Name**

Date to Date (use for multiple positions with the same company)

**Position Title** Date from – Date to

**Achievements:**

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*Note: Copy and paste the above section/s if you need to add more positions.*

Education:

Year Qualification - Name of School/Training Institution

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Further Development:

Year Course - Name of School/Training Institution

Year Course - Name of School/Training Institution

Year Course - Name of School/Training Institution

Interests and Community Involvement:

Insert a brief paragraph that outlines what you like to do in your spare time. Include any community or sporting organisations you are involved with, especially if you have an official role.

References:

Available on request

Or

**Name**

Title

Department (if relevant)

Company/business name

Phone number

Email address

**Name**

Title

Department (if relevant)

Company/business name

Phone number

Email address