Your Name

**Address:** Address

Suburb/town, State Post Code

**Mobile:** +61 xxx xxx xxx

**Phone:** +61 x xxxx xxxx

**Email:** email address

## *{Don’t want Blue? Change the Colour of the text to suit your personality and style}*

## professional summary

An overview of you and your experience, an opportunity for you to deliver an “elevator pitch’ to the reader and grab their attention.

## KEY SKILLS AND COMPETENCIES

* Sell yourself! 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 at number, $ or % to illustrate
* Don’t include attributes such as trustworthy and punctual
* Other relevant skills.
* Other relevant skills.
* Other relevant skills.
* Other relevant skills.
* Other relevant skills.
* Other relevant skills.
* Other relevant skills (press ‘enter’ at the end of this line for more).

## computer skills

* Eg Advanced level Microsoft Word
* Eg Intermediate level Microsoft Excel
* Don’t include irrelevant It skill such as internet and email use

## cAREER hISTORY

**company name**

[www.website.com](http://www.website.com)

**Job Title Date Year from - Current**

Achievements

* List in order of relevance to the role you are applying for.
* Include metrics such at number, $ or % to illustrate
* Other relevant achievements.

Responsibilities

* List in order of relevance to the role you are applying for.
* Other relevant responsibilities.
* Other relevant responsibilities.
* Other relevant responsibilities.

**company name**

[www.website.com](http://www.website.com)

**Month Year – Month Year (Used for multiple roles in the one company)**

**Job Title Date Year from - Current**

Achievements

* List in order of relevance to the role you are applying for.
* Include metrics such at number, $ or % to illustrate
* Other relevant achievements.

Responsibilities

* List in order of relevance to the role you are applying for.
* Other relevant responsibilities.
* Other relevant responsibilities.
* Other relevant responsibilities.

**Job Title Date Year from – Date To**

Achievements

* List in order of relevance to the role you are applying for.
* Include metrics such at number, $ or % to illustrate
* Other relevant achievements.

Responsibilities

* List in order of relevance to the role you are applying for.
* Other relevant responsibilities.
* Other relevant responsibilities.
* Other relevant responsibilities.

## Education

**Year** Course Name – Name of University/school/institution/college

**Year** Course Name – Name of University/school/institution/college

## professional development

**Year** Course Name – Name of University/school/institution/college

**Year** Course Name – Name of University/school/institution/college

## memberships

**Year** Professional body name, membership details

## INTERESTS

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

Provided on request