**RESUME OF YOUR NAME**

**Name:** First name & last name

## Address: Address

**Telephone:** Phone number

**Email:** email address

**Career Objective**

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

**Skills Summary**

* 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).

**Computer Skills**

* List in order of relevance to the role you are applying for.
* Don’t include the use of internet and email. They are assumed skills in 2017.

**Education and Qualifications**

* Qualification name (i.e., VCE, Certificate II in…) – School/College/Training Institution name
* List most recent first
* Enter’ at end of line for more

**Work History**

**Company**

**Job Title** Date (month & year) from – to

*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, coordinating, managing etc
* Most recent job to include the most amount of dot points
* Tasks & responsibilities
* Tasks & responsibilities
* Tasks & responsibilities
* (press enter at the end of this line to include more)

**Company**

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* Tasks & responsibilities
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* Tasks & responsibilities
* (press enter at the end of this line to include more)

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

**Achievements**

* List significant achievements from work, school, sport and outside interests that you are proud of. These may include awards, roles held, opportunities, etc.
* Dot points
* To add more lines ‘enter’ at the end of this line

**Personal 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**

**Name**

Relationship to you

Job Title

Organisation

Contact number

Email address

**Name**

Relationship to you

Job Title

Organisation

Contact number

Email address