Your Name

A: Address

Suburb/Town, STATE Post Code

P: XX XXXX XXXX

M: XXXX XXX XXX

linE: [name@email.com.au](mailto:name@email.com.au)

LinkedIn Profile link

Professional overview

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

key Result Areas

**Eg Leadership: (hint: list key stremgths requested in job advertisement)**

Sell yourself! In 2-3 paragraphs list your key knowledge and skills. Ensure you include specific examples of how you’ve shown and utilised these strengths and competencies. Look for opportunities to include numbers or other metrics to illustrate ie managed team of 10.

**Eg Project Management:**

Sell yourself! In 2-3 paragraphs list your key knowledge and skills. Ensure you include specific examples of how you’ve shown and utilised these strengths and competencies. Look for opportunities to include numbers or other metrics to illustrate ie project valued at $2 million.

**Eg Financial Acumen:**

Sell yourself! In 2-3 paragraphs list your key knowledge and skills. Ensure you include specific examples of how you’ve shown and utilised these strengths and competencies. Look for opportunities to include numbers or other metrics to illustrate ie managed budget of $5 million.

**Eg Stakeholder Management:**

Sell yourself! In 2-3 paragraphs list your key knowledge and skills. Ensure you include specific examples of how you’ve shown and utilised these strengths and competencies.

EMPLOYMENT HISTORY

**company name *(use for single role in company)***

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

**Title** Month Year – Current

Location

**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.
* Other relevant achievements (press ‘enter’ at the end of this line for more).

**Responsibilities:**

* List in order of relevance to the role you are applying for.
* Other relevant responsibilities.
* Other relevant responsibilities.
* Other relevant responsibilities.
* Other relevant responsibilities (press ‘enter’ at the end of this line for more).

**company name *(use for multple roles in one company)* Year – Year**

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

Location

**Title** Month Year – Current

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**Title** Month Year – Month Year

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* Other relevant responsibilities.
* Other relevant responsibilities (press ‘enter’ at the end of this line for more).

QUALIFICATIONS

2000 – 2012 Course Title – Name of *University/school/institution/college*

2000 – 2012 Course Title – Name of *University/school/institution/college*

professional development

2000 – 2012 Course Title – Name of *University/school/institution/college*

2000 – 2012 Course Title – Name of *University/school/institution/college*

Memberships

2000 – 2012 Professional body name, *membership details*

2000 – 2012 Professional body name, *membership details*

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