**Firstname Surname**

Address:

Mobile:

Email:

**CAREER OBJECTIVE**

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

**SKILLS AND Knowledge**

* 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

**COMPUTER 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

**CAREER SUMMARY**

**Company**

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

*Achievements:*

* List your achievements 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. and include metrics such as % or $ to illustrate.

*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)

**Company**

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

*Achievements:*

* List your achievements 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. and include metrics such as % or $ to illustrate.

*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)

**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, 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)

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

**TRAINING AND EDUCATION**

Course Name, Year completed

*Name of University/school/institution/college*

Course Name, Year completed

*Name of University/school/institution/college*

**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.

**REFEREES**

**Name**

Relationship to you

Job Title

Organisation

Contact number

Email address

**Name**

Relationship to you

Job Title

Organisation

Contact number

Email address