

NAME



Address

Telephone

Email

CAREER OBJECTIVE

[Optional: For Example; "My aim is to develop a career in (refer to the kind of position you are applying for). My specific area of interest is/ skills are (focus attention to a particular interest or skills if applicable)..... . My longer term career goals are (if beneficial to your application add your future career aspirations here)....."]

SKILLS and KNOWLEDGE

- Computer Skills
- Communication Skills
- Interpersonal/ People Skills
- Other Skills
- Subject/ Discipline Knowledge

[Describe other skills like Teamwork, Research, etc. Use point form and be brief and concise]

EDUCATION and TRAINING

[Most recent to earliest]

Date

Qualification

Institution

Other details: *[Optional: expected completion date, majors/ minors, awards]*

[University Education, TAFE/ Trade Certificates, Secondary School]

RELEVANT EXPERIENCE

[Optional: if you have completed work related experience as part of your studies, or carried out volunteer or project work to gain experience.]

Date

Job Title

Employer Name

- Duties and tasks

[At least 3 dot points, as relevant and brief as possible]

EMPLOYMENT HISTORY

[Most recent to earliest]

Date

Job Title

Employer Name

- Duties and tasks

[At least 3 dot points, as relevant and brief as possible]

PROFESSIONAL AFFILIATIONS

[Optional: use this space to highlight your memberships of professional organisations.]

INTERESTS or ACHEIVEMENTS

[Optional: provide a brief description of any interests or achievements of relevance or note.]

REFEREES

[Preferably 3 work related referees, or lecturers if they give permission. List their relation to you and their contact details.]