**[Full name]**

Contact Details

[Street name and number]

[Suburb]

[City]

[Phone]

[Mobile]

[Email]

[LinkedIn profile]

Personal statement

[A short statement of three or four sentences stating your current employment situation and what you are aiming for. A personal statement is optional.]

Skills

**[Name of skill or ability]**

* [Bullet points detailing how skill was learned and/or used.]

**[Name of skill or ability]**

* [Bullet points detailing how skill was learned and/or used.]

**[Name of skill or ability]**

* [Bullet points detailing how skill was learned and/or used.]

**[Name of skill or ability]**

* [Bullet points detailing how skill was learned and/or used.]

Education

* [**Name of qualification**, qualification provider, beginning and end date of study].

[Optional: Provide some detail about qualification]

* [**Name of qualification**, qualification provider, beginning and end date of study].

[Optional: Provide some detail about qualification]

Work history

[**Position held**, business name, location].

[Month and year of start and finish of most recent job].

* + [Tasks, duties, achievements].
  + [Tasks, duties, achievements].
  + [Tasks, duties, achievements.

[**Position held**, business name, location].

[Month and year of start and finish of job].

* + [Tasks, duties, achievements].
  + [Tasks, duties, achievements].
  + [Tasks, duties, achievements.

Interests

[Write three or four sentences about your interests and/or hobbies. Include any interests or hobbies that demonstrate positive skills or abilities.]

Personal Information

[**Father’**s name]

[**Mother’**s name]

[**Permanent Address**]

[**Religion**]

[**Nationality**]

[**Date Of Birth**]

Referees

[**Referee’s name**]

[Job title]

[Organisation they work for]

[Phone]

[Mobile]

[Email]

[**Referee’s name**]

[Job title]

[Organisation they work for]

[Phone]

[Mobile]

[Email]