

FULL NAME

✉ [xxxxxxxxxxxxxxxx@xxx.xxx] ☎ [0000 000 000] 📍 [Suburb] [State] [Postcode]

KEY SKILLS

- [Skill]
- [Skill]
- [Skill]
- [Skill]
- [Skill]

EDUCATION & TRAINING

[Year]

[Course name,
institution]

[Year]

[Course name,
institution]

[Year]

[Course name,
institution]

PERSONAL SUMMARY

[This is your elevator pitch where you have just a few lines of text to sell yourself to a potential employer. Try to keep it brief and to the point. For some great examples of personal summaries, visit: [How to sell yourself in 25 words or less.](#)]

PROFESSIONAL EXPERIENCE

[JOB TITLE]

[COMPANY NAME] [job dates]

[Overview of role in 1-2 lines]

Key Responsibilities

- [Insert text]
- [Insert text]
- [Insert text]

Achievements

- [Insert text]
- [Insert text]
- [Insert text]

[JOB TITLE]

[COMPANY NAME] [job dates]

[Overview of role in 1-2 lines]

Key Responsibilities

- [Insert text]
- [Insert text]
- [Insert text]

Achievements

- [Insert text]
- [Insert text]
- [Insert text]