

Resume Template (copyright Adage 2006)

Contact Details

Name
Address (optional)
Telephone
Mobile
Email Address

Personal details such as D.O.B, marital status, and nationality are not required.

Career Summary/Capability Statement

A succinct resume summary outlining your industry experience, core skills and competencies. Include a snapshot of your unique personal attributes.

This is your opportunity to capture the interest of the hiring manager, so ensure the content is relevant to your career objective and the role(s) you are targeting.

Maximum of 6 bullet points/120 words.

Qualifications

If your qualifications are directly relevant to your career objective, then insert them here. Otherwise, move behind career history.

Career History/Career Profile

Organisation
Role

Dates of employment

Overview of role and responsibilities:

Significant accomplishments:

- 8-10 bullet points for recent roles and maximum 4 bullet points for roles over 10 years old
- Quantify your achievements where possible e.g. managed \$3.5m budget; increased sales by 120%

Focus on outlining your last 10 years career history as shown above, most recent employer first. Beyond this, highlight only specific and relevant responsibilities and accomplishments, along with a list of the organisations and roles. Dates of employment are also optional.

Career History/Career Profile contd...

Organisation
Role

Dates of employment

Overview of role and responsibilities:

Significant accomplishments:

- 8-10 bullet points for recent roles and maximum 4 bullet points for roles over 10 years old
- Quantify your achievements where possible e.g. managed \$3.5m budget; increased sales by 120%

Professional Development

- Membership of Professional Associations/Board of Directors
- Internal training courses
- External study
- Certificates
- Professional Licenses
- Research papers/publications
- Software packages mastered (if relevant)

Personal Accomplishments

- Sporting or leisure highlights
- Contribution to the community
- Mastering a foreign language

Referees

- On a separate page, provide contact details and context for at least 3 referees
- Referees can include those you reported to, those you worked with (peers) and those who reported to you
- Testimony to your leadership capabilities can be particularly powerful