

FULL NAME

[xxxxxxxxxxxxxxx@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]

[JOB TITLE]

FULL NAME

[xxxxxxxxxxxxxxx@xxx.xxx]

[0000 000 000]

[Suburb] [State] [Postcode]

INTERESTS

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

AWARDS

- [Skill]
- [Skill]

MEMBERSHIPS

- [Skill]
- [Skill]

[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]

REFERENCES

[Insert text]